

Letter of Agreement for Enrollment in Graduate Programs

This will confirm that I am an employee of Gardner-Webb University and began employment on _____.

I have enrolled in a graduate program of study at Gardner-Webb University in the Graduate School, Graduate School of Business, or The School of Divinity (circle one) and have requested 100% tuition remission as outlined in policy #11 of the Exempt and Non-Exempt Personnel Policies Manual concerning tuition remission to Graduate School.

I agree that 100% of the tuition due for enrollment in a graduate program will be waived at the time of registration and be amortized in the following manner: 4.17% of the total tuition due will be permanently waived for each one-month period I work full time at Gardner-Webb University following graduation from the graduate program. After 24 months of full-time employment following graduation from the graduate program, the entire amount of tuition that would be due for enrollment in the graduate program shall be deemed permanently waived.

Should my employment with Gardner-Webb University terminate less than twenty-four months following graduation from the graduate program listed above, I agree that I will owe Gardner-Webb University an amount to be determined according to the amortization scheduled described in paragraph three above. I agree that I must pay Gardner-Webb University this amount plus 8 % interest and this entire amount is due two years from the date of graduation.

I agree that if my employment terminates due to extraordinary circumstances, the President of the University or his designee may permanently waive any tuition that I would owe Gardner-Webb University.

I agree that this document is a letter of agreement concerning graduate tuition and is not an employment contract.

Employee (Print)

Vice President/Provost/Associate Provost

Employee Signature

Date