

**CITY OF VENICE
TUITION AGREEMENT**

I agree to the following stipulations concerning payment of tuition, books, travel and/or per diem by the City of Venice for:

(NAME OF COURSE / SEMINAR / CONFERENCE)

at _____
(NAME AND LOCATION OF SCHOOL / SEMINAR / CONFERENCE)

This course / seminar / conference has been approved in advance by the head of my department.

- A. For schooling, I must pass the course with a "C" average or better, if grades are given, or pay the City for any money expended.

- B. I will work at least one year for the City of Venice after completion of the above-named course / seminar / conference. I understand the cost for the tuition, travel, per diem or book payments will be considered as a loan if I do not work for the City for at least one year and I will be required to pay back to the City any money expended in the above areas.

SIGNATURE OF EMPLOYEE DATE

PRINTED NAME

APPROVED:

DEPARTMENT HEAD DATE

ADMINISTRATIVE SERVICES DIRECTOR DATE

CITY MANAGER DATE

(This course was/was not completed with a grade of _____ on _____.)

cc: Personnel File