

# Faithbridge Church

EDUCATION ASSISTANCE  
REIMBURSEMENT  
AGREEMENT



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Faithbridge Church has approved [*insert name of employee*] (Employee) for educational assistance in accordance with the Education Assistance Policy (as it may change from time to time) associated with employee's participation in the [*insert name of degree program*]. Employee anticipates receipt of the certification or degree on [*insert month/year*].

Employee understands and agrees to the following:

1. Employee's approval for education assistance does not guarantee Employee's full reimbursement of educational expenses associated with the above degree. Reimbursement may be affected by several factors, including, without limitation, changes in the Policy, Employee's employment status, availability of funds, etc.
2. Employee will not be reimbursed for any eligible expenses related to any course in the program (a) that Employee does not complete for any reason with a passing grade, (b) if Employee's employment with Faithbridge Church terminates for any reason prior to completing such course, or (c) unless Employee timely submits receipts for any eligible expenses and proof of satisfactory completion of such course.
3. If Employee's employment with Faithbridge terminates for any reason within one year following completion of any course for which Employee received reimbursement, Employee agrees to repay to Faithbridge Church within 30 days all payments made to Employee for tuition and other eligible expenses associated with such course(s).

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**Employee**

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**Date**

By signing below, the undersigned Executive Pastor approves employee's participation in the Educational Assistance Policy

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**Employee Signature**

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**Date**