FREDERICK COMMUNITY COLLEGE
IN-COUNTY TUITION RATE AGREEMENT

This Agreement made and entered into the _____ day of _____ 20 _____ by and between Frederick Community College, hereinafter referred to as the "College" and _____, hereinafter referred to as the "Employer" which maintains facilities within Frederick County, Maryland.
In consideration of the mutual promises contained herein and other good and valuable consideration, the College and the Employer agree as follows.

I. **College's Responsibilities**

The College agrees:

A. To provide education and/or training for the Frederick County Employer's employees as mutually agreed upon by the College and the Employer.

B. Unless otherwise agreed in writing, the College will charge the fees equivalent to the tuition and fees approved by the Board of Trustees and normally borne by residents of Frederick County who are registered in the same or similar courses.

II. **Employers Responsibilities**

The Employer agrees:

A. That in order for the Employer to qualify for the In County Tuition Rate Agreement, the Employer certifies that they are a Frederick County business and that they offer their Employees a Tuition Reimbursement Program.

B. That the Employee will be enrolled in credit or noncredit classes which will benefit the Employer.

C. That the tuition and fees charged by the College pursuant to paragraph I.B. of this Agreement will be paid directly to the college by the Employer or the Employee in accordance with the Employer's tuition reimbursement program.

D. The College must receive payment, or authorization for the College to bill the Employer before the published deadline in the College's term Schedule, or the Employee will be expunged from their class(es).

III. **College Policies and Procedures**

With the exception of payment of tuition and fees, employees enrolled under this program shall be treated as any other student in accordance with College policies and procedures and the general policies of the Maryland Higher Education Commission. In the event that the Employer fails to honor its obligations under this Agreement, the College reserves the right to bill the student (employee) directly.

In order to receive these benefits, the Employer must select one of the following two options:

☐ **Employee to Pay FCC:** A letter on Employer's letterhead "letter of intent" will be submitted to the Student Account's Office each semester signed by the Director of Human Resources or the President of the Organization stating that the student is an active employee. The letter must contain approved course number(s) and course title(s). Any courses not covered by the letter of intent will be the sole responsibility of the employee and billed at rates according to the student residency policy.
The employee must pay all tuition and fees at the time of registration or before the deadline date that is established in the College's schedule.

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☐ **Employer to pay FCC:** At the time of registration the employee must submit each semester a letter on the Employer's letterhead "letter of intent" to the Student Account's Office signed by the Director of Human Resources or the President of the Organization with specific instructions for billing the organization. Each letter must contain course number(s), course title(s). Any courses not covered by the letter of intent will be the sole responsibility of the employee and billed at rates according to the student residency policy. The employer agrees that payment is **not** contingent on the employee receiving a passing grade, receiving financial aid, or completing the course.

Please select all categories that will be paid by the employer on the employee's behalf.

☐ Tuition & All Course Fees ☐ Books

If not covering all Course Fees, please select the fees covered from the following list:

☐ Tuition ☐ Activity Fees ☐ Material Fees ☐ Registration Fee

☐ Capital Fees ☐ Technology Fees

☐ Other Course Related Fees, Please Specify (i.e. MCSE, Music, etc.)_____

This agreement will become effective upon approval by the Employer and the College and shall continue until terminated. Either Party may terminate this agreement upon 30 days written notice to the other party and may only be effective after the completion of the current courses.

Any changes or additions shall not become binding upon any party until written notice is received and signed by both parties. This Agreement, when fully executed, shall supersede any and all prior and existing agreements, either oral or in writing, with respect to the subject matter in this Agreement, and shall be interpreted according to Maryland law.

Email completed agreement to cashiers@frederick.edu or fax to 301-846-2648, once the agreement is approved, a letter of intent can be hand delivered, faxed to 301-846-2648 or emailed directly to the Student Finance office at cashiers@frederick.edu.

_____
Employer's Name

_____
Employer's Business Address City, State, and Zip Telephone Number

_____
Employer's Federal Tax Identification Number:

_____
Employer's Authorized Representative (Print) Title Signature

Employer's Contact information (____)____-____

Email Address _____

Revised 12/05/2012

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This agreement has been approved by Frederick Community College

Jane E Beatty
Director of Student Finance/Bursar
Frederick Community College

Date

External Org ID:_____