



***The Workforce Tuition Reimbursement Program exists to assist local businesses in workforce recruitment by providing employers the ability to help pay off student loan debt for new hires up to \$5,000.***

**Overview:**

- Business must be hiring for a position that is outlined in the attached high-need and emerging occupations list. If position is not listed, employer may request a review by BCDC's Board of Directors for approval of position to qualify for the program.
- Business must have a location in Bowman County.
- Employer will follow outlined qualifications for employee and certify use of funds.
- Application must be made prior to hiring of new employee.
- Can be paired with the workforce programs. Full request not to exceed \$5,000 per employee. Maximum payout of \$15,000 per business. Business applications may exceed \$15,000, but payout will not exceed \$15,000.

**Employee Qualifications:**

- Proof of Degree, Certificate, or License must be provided by employer for the hired employee using incentive.
- Reside in Bowman County.
- Hired within 12 months of employer application and approval.
- Successful completion of initial probationary period (60 days).
- Employee must remain a full-time employee (32+ hours) for a minimum of three years.
- Employee must have unpaid debt incurred due to the commitment of finishing course work needed for their degree, certificate, or license. Proof of debt will be required.

**Guidelines:**

- Employer will submit proof of appropriate degree, certificate, or license on behalf of employee to BCDC.
- Applicants will be required to sign a Business Incentive Agreement guaranteeing the program will be completed according to the details included on the application and approved by BCDC's Board of Directors.
- Upon hiring, employee and employer will identify the "school" related debt that BCDC's Workforce Tuition Reimbursement will apply to. Proof of debt will be provided as part of the employee certification.
- Employer will submit annual verification of employee's employment for three years after utilizing the program.
- If employee's status changes or their employment with the approved employer is terminated for any reason (other than death or disability) before the end of the commitment period, the employee must pay back 100% of the reimbursement received.
- Employee and employer acknowledge and agree that in the event the employee's employment status changes, employee is obligated to repay the amount given (maximum of \$5,000). Amount can be deducted from employee's final payout or through payback arrangements approved by employer's HR and BCDC.
- BCDC reserves the right to cancel the program in the event of failure to comply with this agreement.

- Application to the Workforce Tuition Reimbursement Program does not guarantee funding.
- BCDC will fund award to employer. The employer will be responsible for disbursing the award to the eligible employee.
- Funds will be disbursed in three equal payments to the employer following the employee's annual verification. In the event that employment is not continued for three years, full repayment is necessary.
- It is the responsibility of the employer to recoup all funds related to the program in the event that employment is not maintained for three years.
- BCDC will have final authority to approve, disapprove, or make changes as necessary.
- BCDC reserves the right to request additional information as needed.
- In the event of termination, employee quitting, or like situation that causes employment not to last the three-year period, employer will be expected to notify BCDC within one month that employee is no longer with them and return all funds to BCDC within three months.
- Must resubmit application after 12 months if employee has not been hired.
- Please consult your accountant on proper tax handling.
- After your application is approved you are eligible for program funding. Program funds will be disbursed on a first-come, first-serve basis to all approved applicants until the entirety of the program budget is expended. Approval of your application does not guarantee fund availability during the entire first cycle.

**Application Process:**

- Employer completes Workforce Tuition Reimbursement Employer Application
- Application is reviewed by BCDC at the next Board of Directors' meeting
- Upon approval, employer seeks and hires new employee that fits within the approved profession on initial application.
- Employer with assistance of new employee completes the Workforce Tuition Reimbursement Employee Certification.
- Funds will be released after Employee Certification has been verified by BCDC.
- Employer will certify continued employment of employee that utilized incentive for three years post hire date.

**Total Workforce Program Budget \$100,000**

Businesses are capped at \$15,000 in workforce program benefits during the first cycle.