

**DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF CHILD PROTECTION AND PERMANENCY
OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT
Masters Child Welfare Education Program**

Program Agreement

Upon acceptance into the Masters Child Welfare Education Program (MCWEP), I agree to the following terms:

1. While attending Monmouth University, Stockton University, or Rutgers University, I agree to abide by the school's regulations and conduct myself in an acceptable and professional manner.
2. I agree to attend classes and any and all MCWEP related activities while in the program even when they occur on State holidays. Accordingly, I understand that I will not receive additional remuneration in the event that I am required to attend class, study or engage in any school activity on a state holiday.
3. I agree to keep the Director of MCWEP informed about any problems I encounter during the program that may impact negatively on my successful completion of the program. Such problems may include: medical, academic performance, work-related, disciplinary actions, and personal issues. I agree to notify the Director by the next working day if I am unable to continue in or decide to withdraw from the program. I agree that should I withdraw from the program, I will be responsible to reimburse any funding received for educational costs incurred on my behalf by DCF while I was a MSW student.
4. I understand that I am required to maintain the minimum satisfactory performance as prescribed by the college or university I attend, as a condition of continuation in the program. I understand and agree that upon completion of a course(s), I am responsible for providing the course grades to the MCWEP at Stockton University. I agree that should I fail to maintain the minimum grade point average, I may be terminated from the program and I understand that I will be responsible to reimburse any funding received for educational costs incurred on my behalf by DCF while I was a MSW student.
5. I understand that I must remain in good standing and free of disciplinary actions while in MCWEP otherwise I will be subject to separation from the program.
6. I agree and commit to continued full time employment at the Division of Child Protection and Permanency, for a period of one year for each year of financial support received upon completion of the MCWEP. **Should I fail to complete my obligation upon completion of the MSW degree program, I will be required to pay back the tuition and fees associated with my education in proportion to the time remaining in my obligation.**
7. During participation in the program, if a separation from employment occurs (termination, separation, disciplinary action, no longer in good standing) I agree I am obligated to reimburse any funding received for educational costs incurred on my behalf by DCF while I was a MSW student, within a reasonable time period, as arranged with DCF.

I have read and understand and agree to the above terms and freely choose to participate in the program. Further, I understand that the above statements constitute a legal obligation on my part, in consideration for being permitted to participate in the program.

Employee's Name (Print) _____

Employee's Signature: _____ Date: _____