

## Memorandum of Agreement and Promissory Note for Tuition Credits in Accordance with Tuition Assistance and Reimbursement for Salaried Employees - Policy 4800 (HR form P188)

Please note that this form has two components: 1) Agreement and 2) Promissory Note

Employee Name	Virginia Tech ID number
College or Senior Management Area	Department and Mail Code
Check appropriate boxes:	☐ Full-Time ☐ Part-Time
Tuition Credits Requested for: (Check One)	ING SUMMER(I or II) WINTER Year 20
Program Start Date	Expected Program Completion Date
Check One Box Only) $\square$ PMBA $\square$ EMBA $\square$ XMNR $\square$ O	Other:
A	greement
program at Virginia Tech. Tuition assistance cree graduate programs where either 12 credits hours cover the enrollment requirements.  2. The undersigned employee agrees to the terms rata portion of the unearned credit hours (tuition separates from salaried employment prior to restituti tuition assistance provided for credit hours beyon apply to differential program fees that may have this promissory note, Virginia Tech may utilize ot Debt Setoff program in the event that the unders hours provided by Virginia Tech.  3. The undersigned employee acknowledges th reimbursement) exceeding \$5,250 is taxable in exclusion (per IRS) will be added as non-cash ear	employee:
Department head/Director signature	Date
Department head name (please print)	
AVP/Dean signature	Date
Vice President signature	Date



Memorandum of Agreement Approval for staff employee:	
Supervisor signature	Date
Supervisor name (please print)	
Director/Senior Administrator signature	Date
Assistant Vice President for Human Resources signature	Date



## **Promissory Note**

	accordance with the attached Tuition Agreement, incorporated herein by reference, and use of
	ion assistance credits in conjunction with enrollment in an accelerated graduate program at Virginia
	h, the undersigned Employee,, as Maker of this instrument, hereby
pro	mises to pay Virginia Polytechnic Institute and State University ("Virginia Tech") the sum of
	<b>Dollars (\$),</b> said
the allo sep	count being the current in-state tuition value of any credit hours of educational assistance received by employee beyond twelve (12) credit hours per academic year or six (6) per academic term as exwed by employer policy. Said amount shall become due and payable on a prorated basis upon aration from employment at Virginia Tech if separation occurs prior to <b>August 9</b> . The sof the Commonwealth of Virginia shall govern the interpretation of this promissory note.
1.	Homestead and all other exemptions, presentment, demand, protest and notice of dishonor are hereby waived by the undersigned.
2.	The undersigned agrees to pay all costs and fees of collection, including late payment fees, returned check, e-check or electronic debit fees, finance charges or interest, collection fees of third party collections agencies or attorneys (collection fees of third party collections agencies or attorneys shall consist of 33.33% of the combined sum of the principal, finance charges or interest and late fees accrued prior to referral to such agency or attorney), court costs and or any other charges necessary for the collection of this debt.
3.	The holder of this note may grant to the undersigned extensions of the time for payment of subject debt, or any part thereof, without notice to any other person, and no such extension shall impair or affect the ability of Virginia Tech to collect the subject debt.
4.	In the event of death or approved long-term disability, this note is canceled.
 Date	e signed and witnessed
 Sigr	nature of employee
 Nota	ary Public Information