



# OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

## TUITION ASSISTANCE AGREEMENT

Employee Information:		
Name:	Semester:	TAF#:
Summary of Terms of Agreement: Payment of tuition only, per-credit-hour, not to exceed the Old Dominion University in-state tuition rate, for 1 course up to 4 credit hours per semester contingent upon availability of funding. Employee must be actively employed at completion of course and submit passing grade per policy. Resignation or termination before the completion of the semester or course for which educational assistance is provided will require repayment of the tuition assistance immediately. The employee authorizes payroll deductions for repayment from the employee's final pay or leave pay-out, as necessary.		
Education Assistance:		
<input type="checkbox"/> I request a tuition advance. This agreement is not, nor shall it be deemed to be, a contract of employment between ODU Research Foundation and Employee.		\$_____ Object Code 1206

Terms of the Agreement: (Tuition Assistance Program in Handbook)
<ol style="list-style-type: none"> <li>1. Payment of the course becomes the responsibility of the employee if the employee: <ol style="list-style-type: none"> <li>a. Receives a grade of less than a C- for undergraduate work and a B- for graduate work or an I (Incomplete).</li> <li>b. Drops or withdraws from an approved course after the tuition deadline.</li> <li>c. Terminates employment during the semester.</li> <li>d. Changes an approved course to an audit.</li> </ol> </li> <li>2. Tuition assistance may not be approved if: <ol style="list-style-type: none"> <li>a. The employee dropped, withdrew, and receives a grade less than the above stated requirement for two or more semesters.</li> <li>b. The employee had the same course approved previously.</li> <li>c. The employee does not provide proof of registration for the course requested.</li> </ol> </li> <li>3. The request for tuition assistance is contingent upon the availability of funds.</li> <li>4. Employee agrees the advance will be used in the payment of Employee's educational tuition costs.</li> <li>5. Assistance is provided for one (1) course per semester up to a maximum of four (4) credit hours. Payment for any course will not exceed the in-state tuition rate for Old Dominion University, regardless of costs. Effective ODU tuition rates may be found at: <a href="http://www.odu.edu/tuition-aid/costs-tuition/tuition/tuition-rates">http://www.odu.edu/tuition-aid/costs-tuition/tuition/tuition-rates</a>.</li> <li>6. Changes to the original application (drop/add/withdrawal) must be reported immediately to Human Resources.</li> <li>7. The employee will provide a copy of the final grade for course for which tuition assistance was approved no later than 30 days of the course completion.</li> <li>8. In the event Employee does not submit an official grade report/transcript, Employee authorizes ODU Research Foundation to obtain a grade report/transcript from the applicable institution.</li> <li>9. In the event the Employee does not successfully complete the course(s) or does not satisfy the grade requirements for which an educational assistance payment was made, the total amount of the assistance payment shall become due and payable by the employee to the Research Foundation.</li> <li>10. In the event the Employee is no longer employed by the Research Foundation and requirements are not met, Employee authorizes the full sum of the assistance to be deducted from any and all remaining pay, regular or annual leave pay.</li> </ol> <p>(For additional information please refer to Tuition Assistance Program in Handbook.)</p>

Approvals:		Project #: 100515
Employee Signature:	Date:	
Human Resources:	Date Processed:	