Hamilton County Human Resources

Tuition Reimbursement Repayment Agreement **Form #HR-TRA-2**

EMPLOYEE ACKNOWLEDGEMENT

This Tuition Reimbursement Repayment Agreement ("Agreement") is entered into between the employee named below ("Employee") and Hamilton County. An employee's participation in the Hamilton County Tuition Reimbursement Program ("Program") shall be governed by the terms outlined in the Tuition Reimbursement Policy ("Policy") in effect at the time the Parties entered into this Agreement, which is attached to this Agreement and shall be incorporated into this Agreement as if fully restated herein.

1. This Agreement shall remain in full force and effect throughout the Commitment Period (as defined in the attached Tuition Reimbursement Program Policy) and is incorporated into each and every Tuition Reimbursement Application signed and submitted by Employee for each course in which Employee seeks reimbursement under the Program.

2. If Employee requests and is approved to permanently change their employment status from full-time to part-time, or Employee is separated from employment for any reason other than layoff, death, or disability during the Commitment Period, Employee agrees to pay back 100% of the tuition reimbursement received.

3. Hamilton County reserves the right to deduct any amounts owed from Employee's final payout of unused vacation and/or compensatory time, any reimbursement(s) owed to the Employee, and in the case of retirement, eligible sick leave payout, or through other payback arrangements approved by Human Resources. Employee understands and agrees if amounts deducted are insufficient to cover the outstanding amounts owed, Employee is still required to pay the remaining outstanding balance.

4. Both Employee and Hamilton County hereby acknowledge and agree to the terms of this Agreement, wherein the Employee assumes responsibility for the reimbursement repayments as outlined herein. Additionally, Employee agrees and understand that failure to comply with the repayment of the amounts owed will result in Hamilton County pursuing recovery of any outstanding amounts to the extent fully permitted by law.

5. This Agreement shall be governed by the laws of the State of Ohio. Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity, or termination, shall be subject to the exclusive jurisdiction of a court of competent jurisdiction located within Hamilton County, Ohio. The parties hereby consent to the personal jurisdiction of such courts and waive any objection to venue in such courts.

AGREED AND UNDERSTOOD

By Employee
Name (please print)

_____

Employee Signature:

_____

Date: _____/_____/_____

By Employer
By (please print):

_____

Title:

_____

Signature:

_____

Date: _____/_____/_____