**Education Reimbursement Agreement**

In accordance with DHR’s Education Reimbursement Policy Section 11:

{Agency} has agreed to pay $(insert dollar amount), in a lump sum to be paid by paycheck date (insert date).

As the agency is investing in your continued formal training/education, it requires a commitment from you that you will continue working for {agency}.

**Separation and Repayment Terms**

I understand that if I voluntarily terminate my employment with {agency} or am dismissed for cause within the time frames listed below, I will be required to repay the reimbursed amount as outlined below:

1. If I voluntarily resign or am dismissed for cause within six months from the effective date of the reimbursement, I will be required to repay $(insert dollar amount, usually 100% of the cost).
2. If I voluntarily resign or am dismissed for cause between six months and one calendar year from the effective date of the reimbursement, I will be required to repay a prorated amount based on the total amount of reimbursement provided and the remaining time of employment.
3. If I voluntarily resign or am dismissed for cause after more than one calendar year from the effective date of the reimbursement, I am not obligated to repay any portion of the reimbursed cost. After one calendar year of employment, after receiving the reimbursed cost, I have satisfied my commitment.
4. {Agency}, DHR and the State Controller’s Office (SCO) are authorized to seek legal remedies available, including deductions from an employee’s accrued vacation funds, to recuperate reimbursement costs.
5. All repayments are due in full at separation.

This education reimbursement agreement creates no contract of employment between you and {agency}.

By signing this acknowledgement, you agree to the terms of this agreement.

Sincerely,

Appointing Authority

I understand the terms and conditions of this education reimbursement payment and agree to repay the amounts listed should I resign or be dismissed for cause.

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Employee Signature Date

CC: Personnel File