



LOYOLA UNIVERSITY MARYLAND

— 1852 —

Graduate Tuition Remission Repayment Agreement  
and Authorization to Deduct Repayment Amounts  
Effective July 1, 2023

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

ID Number: \_\_\_\_\_ Degree Program: \_\_\_\_\_

-----  
Full-time and part-time eligible employees entering an eligible graduate degree program, who separate from employment at Loyola University Maryland (except in the case of layoff) prior to or less than one year after completion of an eligible graduate degree program, are required to repay the University for all the tuition benefits and costs received up to the point of separation of employment. Employees must read this agreement carefully before enrolling in an eligible graduate degree program, sign, and date that they have read and understand this agreement and agree to repay the tuition benefits and costs for the graduate degree program.

Acknowledgment and Agreement:

I have read this agreement and understand that by utilizing Loyola University Maryland's graduate tuition remission benefits, I agree that I will repay the University for all tuition benefits and costs received if my employment terminates (except in the case of layoff) prior to or less than one year after completion of a graduate program.

Total charges for tuition will be reported to Student Administrative Services (SAS) for collection of the charges from me. If there is a dispute regarding the charges, I must contact SAS on 410-617-5047. If I fail to repay such tuition costs and benefits, I agree to pay or reimburse Loyola, to the extent permitted by law, for all costs and expenses, including but not limited to reasonable attorneys' fees, incurred by Loyola in collecting any unpaid sums. I consent to the exercise of personal jurisdiction over me by the courts of the State of Maryland and agree that venue shall be proper in any county of the State of Maryland or in Baltimore City in addition to any other court where venue may be proper.

I hereby expressly authorize Loyola to deduct from my final pay check and/or from any other amounts due to me, including my vacation/PTO payout, the amount due under this Agreement (provided that such deduction shall not cause me to be paid less than minimum wage or to fail to receive overtime) and any such deduction shall not affect Loyola's rights to recover the remaining balance from me. This agreement and each of its terms shall be interpreted in all respects to comply with the Fair Labor Standards Act. This agreement does not constitute a contract for employment for any particular term.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Specific information regarding tuition remission including eligibility, enrollment guidelines, and taxation of benefits, is available in the Employee Policy Manual at <https://www.loyola.edu/departments/hr/about>.

Effective July 1, 2023  
Rev. 5/17/2023