



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

In accordance with the attached Tuition Agreement, incorporated herein by reference, and use of tuition assistance credits in conjunction with enrollment in an accelerated graduate program at Virginia Tech, the undersigned Employee, _____, as Maker of this instrument, hereby promises to pay Virginia Polytechnic Institute and State University ("Virginia Tech") the sum of _____ Dollars (\$ _____), said amount being the current in-state tuition value of any credit hours of educational assistance received by the employee beyond twelve (12) credit hours per academic year or six (6) per academic term as allowed by employer policy. Said amount shall become due and payable on a prorated basis upon separation from employment at Virginia Tech if separation occurs prior to **August 9, _____**. The laws of 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 signed and witnessed

Signature of employee

Notary Public Information