

SAMPLE MEMORANDUM OF AGREEMENT

In recognition of the expenditure of state funds in support of my attendance at [list specific course title and other details as appropriate], I hereby state my intent to remain an employee of George Mason University for a period of twelve months following completion of the training. I enter into this agreement freely and understand that this obligation will be not be reduced by any job or assignment change during the agreed upon period.

I also agree that if I voluntarily terminate employment with the University prior to the completion of the agreed-upon period, I will be required to reimburse the University for a pro rata share of the cost of the training. The pro rata share cost will be determined by dividing the total cost of the training by twelve to derive a monthly cost. The number of whole months remaining in the agreement at the time of termination will be multiplied by that monthly cost to determine the total amount of my remaining financial obligation. (Obligation equals the total cost of training divided by 12, times the number of whole months remaining). The Vice President, Dean, Director or Activity Head exercising supervision over my area of employment will make the final decision regarding reimbursement.

Employee's Signature

Date

Department Head's Signature

Date