
TRAINEE AGREEMENT (Student Career Experience Program)

AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all training that exceeds 80 hours (or such other designated period as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training.

1. **I UNDERSTAND AND AGREE** that in return for payment by the Naval Research Laboratory (NRL) of my college tuition, fees, and other directly related training expenses, I will upon completion of my degree program, accept an appointment with NRL and will remain an employee of NRL for a period of time equal to three times the cumulative length of time spent (semesters/quarters) at the institution (college/university) for which I have accepted financial assistance.

Initial _____ Date _____

2. **I UNDERSTAND AND AGREE** that the beginning date for repayment of my obligated service is the first day after receipt of my degree, that I am in a full-time pay status.

Initial _____ Date _____

3. **I UNDERSTAND AND AGREE** that I must satisfy the program requirements of the college/university and NRL with respect to academic performance, on-the-job performance, conduct, and college major.

Initial _____ Date _____

4. **I UNDERSTAND AND AGREE** that in the event of my termination from the program for reasons such as academic failure, change to a non-approved major field of study, poor performance or unsatisfactory conduct, I will reimburse NRL for all nonsalaried expenses connected with training paid by that agency. I also understand that should I have to repeat a course(s) due to academic failure, NRL will under no circumstances pay for such course(s).

Initial _____ Date _____

5. **I UNDERSTAND AND AGREE** that if I voluntarily leave NRL before completing the obligated service agreed to in paragraph 1 above, I will reimburse NRL for tuition, fees, and other expenses directly related to training (excluding salary) paid in connection with my training. I understand that any amount of money which may be due NRL as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government or may be recovered by such other methods as are approved by law.

Initial _____ Date _____

6. **I UNDERSTAND AND AGREE** that if I voluntarily leave NRL to enter the service of another Federal agency or organization in any branch of the Government before completing the period of service agreed to in paragraph 1 above, I will give NRL written notice of at least 10 work days, during which time a determination concerning reimbursement will be made. If it is determined that the new job will require reasonable use of the training in which NRL has invested, the continued service agreement will be transferred to the gaining agency. If it is found that I will not use the training in the new position, I understand that NRL has the right to recover the training expenses.

Initial _____ Date _____

7. **I UNDERSTAND AND AGREE** that I must complete at least 640 hours of career-related work at NRL prior to completion of my _____ Degree program. If I do not complete 640 hours, I understand that I will reimburse NRL for tuition, fees, and other expenses paid in connection with training.

Initial _____ Date _____

PERIOD OF TRAINING

PROGRAM COMMENCEMENT DATE

PROGRAM END DATE

FROM:

TO:

- I UNDERSTAND AND AGREE** that the dates listed above are the start and end of my training period and the amount of time they encompass is what my obligation will be based upon.

Initial _____ Date _____

I have had the conditions of this document verbally explained to me and have been given the opportunity to discuss or question all of the above requirements prior to my program commencement.

EMPLOYEES NAME (*Typed or printed*)

EMPLOYEES SIGNATURE

DATE

COORDINATORS NAME (*Typed or printed*)

COORDINATORS SIGNATURE

DATE