

VOLPE CENTER CONTINUED SERVICE AGREEMENT

John A. Volpe Transportation Internship

Service Responsibilities

I, _____, agree that after completion of college coursework paid through Volpe Center training funds, I will continue in the service of the Department of Transportation, Research & Innovative Technology Administration, Volpe National Transportation Systems Center (Volpe Center) for the period of time required by 5 CFR 410.309. The required service period is computed in workdays based on six times the number of hours required to be spent in class or learning and development activity for each course attended for which the Volpe Center has provided tuition assistance. For example, if a course meets 3 times per week for 1 hour for 12 weeks, the service period would be calculated as $3 \times 1 \times 12 = 36$ hours $\times 6 = 216$ hours or 27 workdays. In the event I receive payment for more than one course during the same timeframe, the service period will be calculated by adding the required hours for each course together. The obligatory service period will begin the first day I return to duty in a paid status at the Volpe Center following completion of the coursework.

If I am involuntarily separated from the Volpe Center, I will be under no obligation to the Volpe Center for service time or reimbursement of expenses in connection with the approved training.

If I voluntarily leave the Volpe Center to enter the service of another Federal agency before completing the stipulated period of service, I will give notice of at least 10 workdays during which a determination is to be made of any required reimbursement.

If I voluntarily leave the Volpe Center before completing the stipulated period of service and do not immediately enter the service of another Federal agency, I agree to reimburse the Volpe Center for the tuition and related fees, and other special expenses (excluding salary) paid in connection with my training.

Reimbursement Responsibilities

I agree to notify my manager and the Training Officer of any changes in my approved training program or withdrawal.

I understand that I am responsible for reimbursing the Volpe Center for the amount of tuition and related fees paid through the Volpe Center training funds if I do not successfully complete the coursework or if I withdraw from the course(s) paid for by the Volpe Center, or if I fail to return to duty in a paid status for a period of employment following completion of the coursework for which tuition assistance was provided.

I also understand that in extreme circumstances I may request a waiver of any reimbursement responsibilities from the Chief of Human Resources.

Employee Signature & Date

Chief, Human Resources Signature & Date