



Fee Reimbursement

All applications for support to complete a course of study or part thereof are subject to the following terms, in the event your employment ceases with Maynooth University in the following circumstances:

1. Staff members who resign during the relevant course of study, will be liable to pay the balance of any fees due from the date of cessation of employment and refund all monies paid by Maynooth University to that date.
2. Staff members who resign within 12 months of receiving a financial support payment will refund all monies (100%) received under this policy.
3. Staff members who resign between 12 and 24 months of receiving a financial support payment will refund 50% of all monies received under this policy.
4. Where monies fall due under Clause 1, 2 or 3 of this document, deductions will be made from any salary and/or payment due to you by the University. In circumstances where such deductions do not cover the full amount, you will be liable for any shortfall, and you undertake to do so within 90 days of your employment ending with Maynooth University.

If you agree to the above terms, please sign below and return to your Head of Department. This signed fee reimbursement agreement must be returned before any payment will be made by the University.

Declaration

I acknowledge that I have read, understand, and accept all the terms of fee reimbursement, outlined above.

Signature of Staff Member

Date:

For completion by Head of Department

Fee Reimbursement signed form received by:

Signature:

Date received: