

TUITION LOAN AGREEMENT AND PROMISSORY NOTE



I, \_\_\_\_\_, promise to pay to the Milwaukee County Tuition Loan Fund, located at 901 North 9th Street, Milwaukee, Wisconsin 53233, the total sum of \$ \_\_\_\_\_, which has been loaned to me interest free by said fund.

1. As a condition of receiving the sum of \$ \_\_\_\_\_ from the Tuition Loan Fund, I agree to repay the interest free loan in equal amounts of \$ \_\_\_\_\_ by payroll deduction over ten (10 ) pay checks commencing \_\_\_\_\_ and ending with the pay check \_\_\_\_\_.

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2. I understand that I have the right to prepay the outstanding loan balance in a lump sum at any time.

3. I further understand and agree that in the event of my termination of employment with Milwaukee County, that any loan balance at the time of my termination shall be deducted from my final paycheck. If my final paycheck is insufficient to pay the loan balance, I agree to pay the remaining loan balance within sixty (60) days from my last day of work.

4. If, as a County employee, I do not pay back the loan balance as indicated in paragraph 1 above, I agree to make direct payments according to the same schedule. I also understand that should I fail to make loan payments as agreed above, Milwaukee County may take appropriate legal action to obtain the money which I owe the Tuition Loan Fund.

5. I understand that I may be liable for reasonable attorney's fees and other costs associated with the collection of money I owe the Tuition Loan Fund.

6. I agree to use the loan money for the purpose of paying my tuition at the school and for the courses indicated on the approved Tuition Loan application. If I fail to comply with this condition, the outstanding balance of the loan will be due and payable immediately.

7. If, for any reason whatsoever, I do not make loan payments according to the schedule in paragraph 1 above, I will contact the Milwaukee County Department of Human Resources, Employment Relations Division to make payments directly on the normally scheduled payroll deduction date(s). In the event I do not make such payments, Milwaukee County has the option to call the entire outstanding loan balance due and payable immediately.

8. I will inform the lender within ten (10) calendar days of any change(s) in my:

- A. status as an employee of Milwaukee County,
- B. home address,
- C. home phone number,
- D. status as a student at the school(s) indicated on the approved Tuition Loan Fund application, or,
- E. course(s) of study indicated on the approved Tuition Loan Fund application.

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Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Home Phone Number \_\_\_\_\_

( O V E R )

NAME: _____ (LAST) (FIRST) (INIT.)	SOCIAL SECURITY NUMBER _____
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MILWAUKEE COUNTY TUITION LOAN FUND	SEMESTER/YEAR	ACCOUNT NUMBER 010000-0109	DEPARTMENT	BI-WEEKLY DEDUCTION
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**AUTHORIZATION OF PAYROLL DEDUCTION TO  
MILWAUKEE COUNTY TUITION LOAN FUND**

I hereby authorize Milwaukee County to deduct from my bi-weekly earnings, the sum as indicated above, and pay the same to the Milwaukee County Tuition Loan Fund.

I hereby waive all right and claim for said monies so deducted and paid in accordance with this authorization, and relieve Milwaukee County and all its officers from any liability therefor.

The authorization hereby given shall be revocable by me only upon written notice to Milwaukee County through the Department of Human Resources, or upon termination of my employment.

In the event of my termination of employment with Milwaukee County, I agree that any loan balance at the time of my termination shall be deducted from my final paycheck.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

