

STUDENT LOAN REPAYMENT PROGRAM SERVICE AGREEMENT

NAME *(Print or Type – First Middle Last)*

Social Security Number

Employing Office

In consideration of the student loan repayment benefit for which I qualify under 5 U.S.C. 5379, as implemented by the regulations of the Office of Personnel Management (5 CFR 537) and the policies of the Coast Guard, I hereby agree to the following terms and conditions:

1. I agree to serve in (employing office) _____ for 3 years (initial contract) or 1 year (extension).
2. The amount of the student loan repayment benefit is \$_____ (up to \$10,000 per year). I understand that the commitment to repay my loan is 3 years for the initial contract and 1 year for each yearly extension.
3. If student loan repayment benefits are made in the second or third year, my initial service agreement is not extended.
4. If student loan repayment benefits are made beyond 3 years (the amount to be reimbursed exceeds \$30,000 in one-year increments of \$10,000 or less), my service agreement will be extended by 1 year for each annual payment made beyond the third year.
5. The service agreement is effective from the date of the first payment to the loan holder
_____ through _____.
(Month/Day/Year) (Month/Day/Year)
6. Commandant (CG-1211) is authorized to verify the status and outstanding balance of each loan and to discuss the terms with the lender or note holder.
7. This service agreement in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service. Acceptance of this agreement does not alter the conditions or terms of my employment; accordingly, this agreement will not preclude nor limit the Coast Guard from effecting personnel actions as may be appropriate.
8. In the event I voluntarily separate from the Coast Guard or transfer to another Federal agency (outside of DHS), or I am involuntarily separated for misconduct or performance before completing the agreed upon period of service, I will be indebted to the Federal government and must reimburse the Coast Guard for the gross amount of any student loan repayments benefits received under this service agreement.
9. Movement to another component of DHS or involuntary separation for reasons **other** than misconduct or failure to maintain an acceptable level of performance will terminate eligibility for continued benefits from the Coast Guard but will not require a refund of the loan repayment.
10. I am responsible for making loan payments on the portion of the loan that continues to be my responsibility.
11. The student loan repayment benefits made do not exempt me from my responsibility and/or liability for the loan.
12. I am responsible for any income tax obligation resulting from the student loan repayment benefit.
13. Please check the following:
 I have received a Student Loan Repayment benefit from another DHS component.
 I have **not** received a Student Loan Repayment benefit from another DHS component.
14. The Coast Guard is not responsible for any late fees assessed by the lender if the student loan repayment benefit is not received on time.
15. The student loan repayment benefits made on my behalf by the Coast Guard and other DHS components will not exceed the maximum amount of \$60,000.

16. I also agree to the following condition(s):

I AGREE TO THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT:

Signature _____

Date _____

Name (Print/Type) _____

General

This information is provided pursuant to the Privacy Act of 1974 (P.L. 93-597).

Authority for Collection of Information

5 U.S.C 5379

Purpose and Uses

The main purpose for collecting the information requested on this form is to establish the terms under which an individual receives a student loan repayment benefit under the DHS Student Loan Repayment Program. The information collected will be used as a basis for payroll actions. Accordingly, disclosure of identifiable information, including your Social Security Number (SSN), may be made to the Internal Revenue Service for tax withholding purposes, the Department of Treasury for payroll action, and to the Department of Labor for worker compensation claims. This information may also be disclosed to the Department of Justice for other lawful purposes, including law enforcement, and in the event of litigation. In addition, these records, or information derived from these records, may also be used within DHS for study purposes, such as projection of staffing needs, and/or creation of non-identifiable statistical data for reports to other Federal agencies and Congress.

Information Regarding Disclosure of Your Social Security Account Number

Disclosure of the SSN is mandatory since it is the identifier used by the Internal Revenue Service and for the withholding of taxes from your salary. The use of the SSN is necessary because of the large number of present and former employees and applicants who have identical names and birth dates, and whose identities can be distinguished only by the SSN. It is used primarily to identify an employee's personnel, leave, and pay records and to relate one to the other. In this regard, it is also used by DHS to locate records in order to respond to lawful requests for information from former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters.

Effect of Non-disclosure

Your submission of this agreement is voluntary; however, if the agreement is submitted, omission of significant information requested would preclude continued processing of the agreement for you to receive a student loan repayment benefit because payroll would be unable to process the necessary actions.