



Student Loan Repayment Program Service Level Agreement

PRIVACY ACT STATEMENT

Authority: 5 C.F.R. § 537.107, 5 U.S.C. § 5379 (2024), and 5 U.S.C. § 552a(b) (2024).

Purpose: To document the continued service requirement between an employee applying for the Student Loan Repayment Program (SLRP) and USAID. This agreement goes into effect upon approval of the applicant's SLRP request.

Routine Uses: This information is used by Payroll, HCTM, and is uploaded to the applicant's Electronic Official Personnel Folder (eOPF). This information may be shared with the Office of Personnel Management (OPM) for auditing purposes only.

Disclosure: Failure to provide information on this form will result in the SLRP applicant being ineligible for SLRP.

Instructions: The SLRP applicant must read, complete, and sign the form. The SLRP applicant must submit this form with their SLRP application.

1. I, _____, agree to the following terms and conditions:
(Type/Print Full Legal Name)

Initial Applicable Statement (only one):

First time SLRP applicants: As a first time USAID SLRP applicant, I understand and agree that if I am approved to receive a student loan repayment incentive benefit, I am required to complete an initial, consecutive three years of employment/service with USAID as outlined in the current USAID SLRP Implementation Guidelines.

Previous SLRP applicants: As a previous USAID SLRP applicant, I understand and agree that if I am approved to receive a student loan repayment incentive benefit, I am required to complete an additional one-year extension to my existing service agreement as outlined in the current USAID SLRP Implementation Guidelines.



2. I, _____, understand the following terms and conditions of USAID's Student Loan Repayment Program:

- I have read the current USAID SLRP Implementation Guidelines.
- I am currently in an eligible position under the current USAID SLRP Implementation Guidelines.
- The student loan repayment benefit is only available to employees who have student loans qualifying for USAID's SLRP as described in the current USAID SLRP Implementation Guidelines.
- This agreement in no way constitutes a right, promise, or entitlement for student loan repayment benefits beyond the current year for which I am applying. I understand that future program offerings and/or one-time lump sum payments are dependent on the availability of funding, as well as the recruitment and retention needs of USAID. I understand that renewal of my participation in the SLRP is not automatic and that I am required to reapply when SLRP is offered.
- This 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 employment. Accordingly, this agreement will not preclude nor limit USAID from effecting personnel actions, including but not limited to my termination or removal from USAID and the federal service.
- Loan repayments made by USAID pursuant to this agreement do not exempt me from responsibility and/or liability for the full amount of any outstanding loans I am responsible for repaying.
- The student loan repayment benefit is intended to supplement, not substitute, my personal payment obligation on my student loan(s); I am required to continue making regular, timely, personal student loan payments, as scheduled by my student loan lender or student loan servicer, on my qualifying student loan(s).
- Any loan(s) in a default, delinquency, forbearance or deferment status (including in-school deferments) constitutes a breach of this agreement and will render me ineligible for the student loan repayment benefit, unless an exception has been stated in the current SLRP Implementation Guidelines.
- Any student loan repayment benefit made on my behalf may be taxable and subject to withholdings and USAID will deduct such withholdings; I am responsible for any income tax obligations resulting from the student loan repayments made by USAID.



- I am responsible for notifying the Office of Human Capital and Talent Management (HCTM) in advance, by submitting an HCTM request through LaunchPad of the following before completing my agreed upon service agreement commitment:
 - a) my intent to voluntarily leave USAID; and/or
 - b) any time spent in a non-pay status (includes leave-without-pay [LWOP]) while still subject to my SLRP service agreement.
- I am required to maintain at least a fully successful or equivalent performance rating and applicable security clearance for the duration of this service agreement. If my performance rating falls below this level; I receive a negative suitability determination, or unable to maintain the required security clearance for my position, I will be obligated to reimburse the agency, in accordance with the debt collection procedures (Automated Directives System (ADS) Chapter 625, Accounts Receivable and Debt Collection), for the full amount (pre-tax) of all payments made by USAID on my behalf under the initial and extension SLRP service agreement.
- Periods of leave without pay (LWOP), or other periods during which I am not in a pay status, do not count toward completion of the required service period. The service completion date must be extended by the total amount of time spent in non-pay status (except as permitted by 5 C.F.R. § 537.107(b)).¹ If I fail to complete the SLRP period of service because I voluntarily leave USAID for any reason (e.g., transfer to another Federal agency, depart the Federal Government, etc.) or in the event that I am involuntarily separated before completing the agreed upon period of service, I will be indebted to the Federal Government and obligated to reimburse USAID, in accordance with the debt collection procedures (ADS Chapter 625, Accounts Receivable and Debt Collection), for the full amount (pre-tax) of all payments made by USAID on my behalf under the SLRP.
- The student loan repayment benefits made on my behalf by USAID must not exceed the amounts described in the current USAID SLRP Implementation Guidelines.
- The period for this continued service level agreement begins on the effective date located in box four (4) of your Notification of Personnel Action (SF-50) issued for the SLRP payment.

¹Employees in a non-pay status because of uniformed service or compensable injury may count that service toward the completion of the required service period.

3. Name (Last, First, MI):	4. Electronic Signature:	5. Date:
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