

**ORLEANS CENTRAL SUPERVISORY UNION
TEACHER TUITION PREPAYMENT REQUEST AND
LOAN REPAYMENT AGREEMENT/PROMISSORY NOTE**

I _____, hereby submit this request for tuition prepayment pursuant to the terms and conditions of Article 11, §11.9 of the current collective bargaining agreement between the Orleans Central Education Association (OCEA) and the boards of the Orleans Central Supervisory Union (OCSU). I understand that to have access to the prepayment benefit, I must execute this loan agreement and agree to reimburse any and all costs paid by OCSU on my behalf in the event that I fail to receive the minimum grade called for in the CBA or drop/withdraw from the course prior to completion of the course.

I understand that by submitting this request that I am voluntarily participating in this program and therefore agree to the following terms:

1. I am requesting a loan from OCSU to cover the costs of my course _____ which is occurring between _____ to _____. The course is being offered by _____.
2. By approving my loan request, OCSU will prepay the tuition costs for the requested preapproved course listed in number one above. Such costs shall be limited to the overall course monies provided for in the current collective bargaining agreement.
3. I will provide OCSU with proof of my grade in the course at the date of issuance of final grades in the course. I must provide immediate notice to OCSU if I withdraw or drop this course.
4. If I provide proof of successful completion of the course as defined in Article 11, §11.9, I will not owe any monies to OCSU and the loan agreement will be cancelled.
5. If I fail to successfully complete the course by failing to get the necessary grade (as outlined in the collective bargaining agreement), I will be responsible for repayment of the complete expenditure of funds made on my behalf.
6. Further, if I fail to complete this course for any reason, I will be responsible for repayment of the complete expenditure of funds made on my behalf by OCSU.
7. I understand that if repayment is required under the terms and conditions of the collective bargaining agreement, such repayment must be completed in full within 60 days of either the date of issuance of the final grade or the date of withdrawal/failure to complete the course, whichever occurs first.
8. In the event the course provider issues a full or partial refund directly to the OCSU Business Office, I agree that the difference between the refund issued payable to OCSU and the full amount of monies expended on my behalf by OCSU remains due and owing by me to OCSU. Such amounts shall be repaid under the terms and conditions of this loan agreement.
9. In the event the course provider issues a refund payment directly payable to me, I agree I will immediately surrender the full amount of that refund OCSU to be applied towards the repayment of this loan.
10. I understand and agree that repayment of this loan will occur via payroll deduction and that my signature below authorizes OCSU to make such deductions as necessary to make repayment in full during the 60-day period. OCSU will provide me with a list of anticipated deductions and the amount of said deductions upon request.
11. Nothing within this agreement prohibits me from making direct payment(s) to OCSU separate from the payroll deduction process during the repayment period of the loan. If such payment is made, OCSU will adjust future payroll deduction accordingly.
12. The district shall make such deductions over the remaining scheduled teacher paydays during the 60-day period. This may result in a single deduction if there is only one teacher payday during the 60-day period.
13. If my employment with OCSU terminates for any reason prior to full repayment, the full amount remaining due will be collected from my final paycheck. If there are not sufficient funds to fully satisfy the outstanding amount of debt owed, I understand that the remainder of monies owed remains a debt due and owing to OCSU and that

OCSU may take legal action to seek repayment of such funds. In the event that OCSU must take legal action for such repayment, I understand and agree that I will be responsible for such legal costs, including attorney's fees.

14. Nothing herein will prevent OCSU in their sole discretion from proposing an alternative repayment schedule if it deems it appropriate so long as the proposed repayment plan is more beneficial to me. I am not obligated to accept the proposed alternative and if rejected will continue to make repayment through payroll deduction during the 60-day period.
15. I may also propose an alternative repayment schedule, but such proposal must include ongoing payroll deduction authorization. I understand and agree that OCSU is under no obligation to accept said proposal.

Based on the understandings outlined above and consistent with the terms of the collective bargaining agreement, I hereby authorize the district to make the payroll deductions necessary to repay any amounts I owe under this agreement. I understand that this authorization is irrevocable until the terms of the loan agreement are met.

I promise to pay OCSU the sum of \$_____, the amount prepaid on my behalf under the terms of this loan agreement through payroll deductions. In the event that the amount I owe cannot be collected from payroll deductions due to my early termination, failure to provide timely notice as outlined above of my obligation to repay this loan, failure to return to employment as expected or other such event not in the control of OCSU, I promise to pay all reasonable collection costs, including attorney fees and other charges if necessary for the collection of any amount not paid when due.

My signature certifies that I have read, understand, and agree to the terms and conditions of this loan agreement. This is a loan that must be repaid unless otherwise outlined in the terms above.

REQUESTED & AGREED TO BY:

_____, Teacher

Date

APPROVED & ACCEPTED BY:

OCSU Superintendent of Schools or Administrator Designee

Date