

**Transition to Teaching Program:  
 Teacher Alternative Preparation Program (TAPP) Grant  
 U.S. Department of Education Grant**

**LETTER OF AGREEMENT AND PROMISSORY NOTE**

I, the undersigned "Recipient" for value received, understand and agree that unless I fulfill the terms and conditions of this Letter of Agreement and Promissory Note which I have entered into with the Education Service Center, Region 20 (ESC-20), I am obligated to repay the principal sum ("Grant") of up to \$2000 together with any and all charges that may become due as provided in this Letter of Agreement and Promissory Note. I understand that I may at any time repay all or part of the unpaid balance on the Grant without penalty.

**SECTION I – COURSE WORK REQUIREMENTS**

I understand that to retain eligibility to participate in the Transition to Teaching Program, TAPP San Antonio, I must:

1. Maintain satisfactory progress in the program as described in the TAPP Handbook.
2. Complete book studies and training necessary to obtain a teaching credential.
3. Agree that failure to comply with items 1 or 2 of Section I will result in ineligibility for the program. If I become ineligible, the Grant funds will be reversed (refunded). After the Grant is reversed, I will be responsible for all entity charges (tuition, fees, etc.) as set forth below.

**SECTION II – TEACHING COMMITMENT**

I must:

1. Teach on a full-time basis for a minimum of three years in the original district of hire in math, science, special education or bilingual education.
2. Perform consecutive teaching years once I begin my teaching service until my obligation is fulfilled.
3. Begin the first school year of eligible full-time teaching service in an approved TAPP district which will count as my internship year.
4. Provide any required employment verification establishing compliance with the above requirements.
5. Agree that failure to comply with any item (1, 2, 3, or 4) of Section II will result in a requirement to repay the Grant funds received.

**SECTION III – REPAYMENT OBLIGATION**

I shall:

1. Repay the amount of the Grant award received, according to the portion of the teaching obligation not completed based on the following schedule:

<u>TEACHING COMMITMENT FULFILLED</u>	<u>REPAYMENT AMOUNT</u>
♦ Does NOT teach in identified districts	full amount received
♦ Teaches less than one (1) year	\$2000.00
♦ Teaches only one (1) year	\$2000.00
♦ Teaches only two (2) years	\$500.00
♦ Teaches part of the third year	\$500.00
♦ Teaches ALL three (3) years	\$0

2. Payments may be deducted from my final check at the school district and forwarded to Education Service Center, Region 20.
3. Contract with the TAPP to set up a repayment schedule once I do not fulfill my teaching commitment.
4. Enter repayment status and begin repayment on the first day of the first calendar month after the earlier of (1) ESC-20 has determined or (2) the TAPP is notified, that I will be unable or unwilling to fulfill the teaching commitment as described in Section II of this Agreement.
5. Make payments to the TAPP according to the schedule established by the TAPP, which requires complete repayment within one (1) year after I enter repayment status.
6. Be required to make a minimum monthly payment of at least one hundred dollars (\$100). I understand that my monthly and annual repayment may be higher than the minimums stated in this section to ensure the Grant is repaid within the one (1) year as required.
7. Agree that if I fail to repay the Grant as stated in this Agreement, I will have to pay reasonable collection costs, including but not limited to attorney's fees, court costs and other fees.

**SECTION IV – ADDITIONAL REQUIREMENTS**

I must:

1. Respond to all communications and requests from the TAPP within the time indicated.
2. Provide written notification to the TAPP within twenty-one (21) days of any change in my legal name or address or of any change in the status affecting my eligibility.
3. Comply with any procedures deemed necessary and appropriate by the TAPP, all conditions cited in this Agreement, and all applicable rules and regulations.

**SECTION VI – APPEALS**

Once I have been accepted to participate in the TAPP, I may appeal any determination of non-compliance with any provisions of said Program in the manner outlined in the TAPP Handbook.

I authorize the release of information pertinent to my Grant by the TAPP or their agents, the U.S. Department of Education or any other party involved in the administration of my Grant or the terms identified in this Agreement. **By my signature, I acknowledge that I have read and understand the above information and that I am required to fulfill my teaching obligation according to the terms and conditions herein.**

Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Name Printed \_\_\_\_\_ Date \_\_\_\_\_  
 Permanent Address \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_