

**BTU, BTU-PSRP & Unaffiliated Members Only**

**PROMISSORY NOTE**

In consideration of the tuition reimbursement payments that the Baltimore City Board of School Commissioners (hereinafter the "Board") has agreed to provide to me, I,  
\_\_\_\_\_ (hereinafter the "Employee") do hereby agree as follows:

1. I acknowledge that I have been approved for tuition reimbursement payments in the maximum amount of \$\_\_\_\_\_ for the \_\_\_\_\_ semester of the \_\_\_\_\_ school year. I further acknowledge that once such payments are made to me, I am subject to certain repayment obligations to the Board in accordance with the following conditions:
  - a. If I am a member of the bargaining unit represented by the **Teacher chapter of the Baltimore Teachers Union (BTU)**, and I have:
    - i. Less than five (5) years of continuous service with the Board, I am required to remain an employee of the Board for two (2) school years following the reimbursement. If I voluntarily terminate my employment prior to my completion of this obligation, I am required to return to the Board 75% of all tuition reimbursement amounts paid to me by the Board for the previous two (2) school years;
    - ii. More than five (5) years of continuous service with the Board, I am required to remain an employee of the Board for the entire year following the reimbursement. If I voluntarily terminate my employment (other than by retirement) prior to my completion of this obligation, I am required to return to the Board 100% of all tuition reimbursement amounts paid to me by the Board for the previous semester.
  - b. If I am a member of the bargaining unit represented by the **Paraprofessional chapter of the Baltimore Teachers Union (BTU)**, I am required to remain an employee of the Board for three (3) school years following the reimbursement. If I voluntarily terminate my employment prior to my completion of this obligation, I am required to return all tuition reimbursement amounts paid to me by the Board for the previous three (3) school years.
  - c. If I am an **Unaffiliated** employee of the Board, I am required to remain an employee of the Board for one (1) year after receiving the reimbursement. If I voluntarily terminate my employment prior to my completion of this obligation, I am required to return to the Board 100% of all tuition reimbursement amounts paid to me by the Board for the previous year.
2. In the event that I fail to make the repayments called for in Paragraph 1 by the deadline set forth therein, I authorize the Board to:
  - a. Deduct the full amount of such repayment obligation from any monies owed to me by the Board for salary, wages, leave reimbursement, or any other employment related purpose; and/or
  - b. Initiate collection proceedings against me for the recovery of any required repayments. I agree to pay all costs associated with such collection proceedings including, but not limited to, all collection agency costs and fees. Should a lawsuit be brought on behalf of the Board to recover the outstanding balance of any required repayments, I agree to pay all costs of such litigation including, but not limited to, court costs and reasonable attorney's fees.

- c. I agree that any lawsuit brought to enforce the terms of this Promissory Note shall be heard by a court of competent jurisdiction in Baltimore City, Maryland, and I hereby consent to be subject to the jurisdiction of such court.
3. This Promissory Note has been made and delivered in Baltimore City, Maryland, and shall be governed by and construed in accordance with the laws of the state of Maryland.
  4. No modification or waiver of any of the terms of this Agreement shall be allowed unless by written agreement signed by both parties. No waiver of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default of the same or similar nature.
  5. In the event that any portion of this Promissory Note is deemed unenforceable, all other provisions shall remain in full force and effect.

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Employee Name (Print)

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Employee ID Number

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Employee Signature

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Date

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Home Address