



**TEACHER LETTER OF AGREEMENT  
2019-2020**

The Northshore Schools Foundation is providing the Northshore School District with \$20,000 to support Northshore Education Association (NSEA) certificated staff that are choosing to pursue their National Board Certified Teacher (NBCT) certification. This funding is available for new and continuing certificated staff enrolling and participating in the Seattle University National Board Candidate Support Program. The intent of this generous contribution by the Northshore Schools Foundation is to encourage participation of NSEA certificated staff in the National Board Certified Teacher program and to support them in that effort.

NSEA certificated staff applying for and receiving financial support for the SU National Board Candidate Support Program agrees to and understands the following guidelines:

1. The \$20,000 will be disbursed among eligible NSEA certificated staff who enroll and pay the SU tuition and complete and submit this form to Human Resources by the May 31, 2019 deadline. The amount of reimbursement (not to exceed the cost of the SU tuition) will not be determined until after May 31 when the number of participants in the program is known.
2. Once the employee receives notification of the amount of reimbursement available, the employee must submit a Travel and Expense Reimbursement Claim form to Human Resources for processing.
3. Once approved by Human Resources and processed by Accounts Payable, the amount of the reimbursement will be direct deposited to the employee's designated bank account of record as identified in the Payroll Department.
4. Northshore Schools Foundation and the Northshore School District agree that reimbursements will be repaid if certification is not obtained within three academic years and/or the employee terminates employment with Northshore School District within one academic year (180 days) of NSD service from the date of certification.
5. If the NSEA certificated employee fails to complete the SU National Board Candidate Support Program, fails to achieve National Board Certification within the three year period, leaves the district before achieving National Board certification, or leaves the district within one academic year of achieving National Board certification, the employee authorizes the district to deduct the reimbursed portion of tuition for the SU National Board Candidate Support Program from their paycheck or arrange a prepayment plan with Human Resources.

Name \_\_\_\_\_ Position \_\_\_\_\_ Location \_\_\_\_\_

I have read the above guidelines for applying for reimbursement of program costs associated with the Seattle University National Board Candidate Support Program and hereby agree to the terms as outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Administrator

\_\_\_\_\_  
Date