

**Project Mosaic Autism Spectrum Program**  
Department of Special Education - San Francisco State University

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**Service Agreement**

*For students receiving stipend support for Personnel Preparation to Improve Services and Results for Children with Disabilities Combined Priority Grant, United States Department of Education*

I, \_\_\_\_\_ have agreed to receive stipend support from personnel preparation grant funds awarded under the Individual with Disabilities Act (IDEA) to the Department of Special Education, San Francisco State University. This assistance is subject to the requirements for a service obligation under 20 USC §1472(h).

I understand and agree with the terms and conditions of this service agreement, and am willing to make the commitment to service in advance of receiving financial support.

**A. Scholarship Assistance**

1. I understand I must be enrolled in a 17-32 unit program of study leading to a Level II Education Specialist Credential and/or Master's Degree in Special Education with the Autism Spectrum Graduate Certificate at San Francisco State University.
2. I understand that I must be accepted into *Project Mosaic: Preparing Highly Qualified Educators to Meet the Unique Needs of Students with Autism in Diverse Settings*.
  - a. Maintain a GPA of 3.0
  - b. Maintain satisfactory progress as determined by the Project Director
  - c. Follow all academic policies and procedures of San Francisco State University and the *Project Mosaic* grant
  - d. Maintain continuous enrollment in the program (3 to 4 semesters)

**B. Amount and Length of Service Obligation**

1. I have an obligation to repay the scholarship assistance I received by the employment obligation described below, referred to as the "Service Obligation." To satisfy this Service Obligation, I must work on a full-time or full-time equivalent basis for a period of at least two years for each academic year for which I received the assistance. Part-time employment may be used to accrue the hours necessary to fulfill the Service Obligation, as long as the hours needed to fulfill the obligation are worked within the necessary time frame (five years plus the number of years owed). If the Service Obligation is two years, and I work half-time for four years in a qualifying position, then the Service Obligation will have been met as long as it is completed five years after completing the training program. For work to be counted towards satisfying the service obligation, a majority of the work performed must be related to the training received in the field of special education or related services for children with autism spectrum disorders or related disabilities. I am not limited to any geographic location within the U.S. for the completion of this requirement following graduation.
2. If I am unable or decide not to satisfy the service obligation within the designated period of time, I must immediately pay back the federal government that portion of the stipend that I received that I have not satisfied through service. I will owe the federal government an amount equal to the portion of the scholarship that I have not repaid through service, plus interest and collection fees that the federal government may levy upon me.
3. In the event that I exit the *Project Mosaic* Program or am asked to exit the *Project Mosaic* Program before completing program requirements, I will pay back the full amount of financial support, with interest, immediately.

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**C. Information on Progress in Satisfying Obligation**

1. At least annually, I will provide in writing or in such electronic forms as the Special Education Department determines acceptable information required by the Department to verify that I am complying with my obligation and will submit this information while I am subject to the requirements of the service obligation. At a minimum I will report to the Department:
  - a. My current address, telephone number, and email address
  - b. A brief description of any employment I believe should be counted towards fulfilling my Service Obligation
  - c. The name, address and telephone number of my employer(s) where I am engaged or have been engaged in employment consistent with my obligation under this agreement;
  - d. Information, including such verification as requested by the Department, needed to consider any request I make for an exception or deferral from the repayment requirements under this agreement; and
  - e. Any other information the Department may request to determine or verify my progress in fulfilling the requirements of this agreement.
2. I will provide the above information to the Department until I am informed that my Service Obligation has been met. If I do not provide the above information each year, I understand that the Department will report to the U.S. Secretary of Education that I have failed to meet my Service Obligation, and I will be required to return the full amount of financial support, with interest, immediately.

**D. Deferrals of and Exceptions to the Obligation**

1. I may request and may be granted by the Department an exception to the service/repayment obligation if I am unable to complete the obligation because of disability that is expected to continue indefinitely and interferes with my ability to sustain employment in the field. Such request must be made in writing, according to procedures established by the Department.
2. I may request and may be granted by the Department a deferral of the Service Obligation. See specific circumstances and periods of time for which deferrals are allowable at 34 CFR §304.31. Such requests must be made in writing, according to procedures established by the Department. In general, deferrals may be granted if I:
  - a. Am engaged in a full-time course of study at an institution of higher education;
  - b. Am serving in the armed forces (not to exceed three years), Peace Corps, or as a full-time volunteer under Title I of the Domestic Volunteer Service Act;
  - c. Have a disability for a period not to exceed three years; or
  - d. Am required to provide care to a disabled family member not to exceed one year.

**Consent for Release of Information**

About Employment. I give my consent to the Special Education Department to contact my employer(s), if necessary, to confirm information about my employment that is relevant to determining my progress in satisfying my obligation. I specifically consent and authorize my employer to respond to inquiries from the Special Education Department and to release records to the Department verifying my employment, hours of employment, and the extent to which my employment involves the performance of work related to the training I received for which IDEA stipend assistance was provided. I understand that the Special Education Department does not intend to routinely contact my employer(s) while I am fulfilling my Service Obligation. I understand the Special Education Department intends to contact my employer only when there is uncertainty about some aspects of my employment that requires clarification in order to track my progress in meeting the Service Obligation.

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About Student Location. I give my consent to the Department to contact offices within San Francisco State University for the purpose of obtaining information that may be needed in order to contact me regarding the status of and/or progress in satisfying my obligation.

**Please complete the following:**

<b>GRANT NUMBER</b>	(Autism Program – Combined Priority) H325K060211
<b>GRANT PROJECT DIRECTOR</b>	Pamela Wolfberg, Ph.D.
<b>STUDENT UIN</b>	
<b>STUDENT NAME</b>	
<b>E-MAIL</b>	
<b>TELEPHONE</b>	
<b>ADDRESS</b>  <i>*Please include an alternative address and phone # of a family member or friend who can forward mail to you.</i>	Primary Address:
	Alternative Address and Phone:

**Please complete the following:**

- I have read the federal payback requirement outlined above. I wish to receive a stipend of \$6,000.00 for the academic year \_\_\_\_\_. I understand fully that this requires me to complete two full years of teaching or a related service within five years of completion of this credential/master's/certificate program in *Project Mosaic* in one of the settings described above and to follow report back guidelines as necessary.
- I will complete my credential/master's/certificate requirements in *Project Mosaic* by \_\_\_\_\_ and begin fulfilling my service obligation by \_\_\_\_\_.
- I plan to meet the Service Obligation in the following setting: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director Signature

\_\_\_\_\_  
Date