



# TEACH Grant Exit Info Workshop

Presented by Christina Goodeill  
Financial Aid Advisor  
California State University, Stanislaus





# Workshop Overview

- TEACH Grant Service Obligation requirements
- Annual certification – reporting your teaching status each year
- Completing less than a full year of teaching service
- Employed by multiple employers
- Circumstances under which a TEACH Grant will convert
- After a TEACH Grant converts to a Direct Unsubsidized Loan
- TEACH Grant – New Policies





# TEACH Grant Teaching Requirements

To Fulfill your teaching obligation, your certification form must indicate that:

1. you have taught as a full-time teacher
  2. in a high-need field **and**
  3. at a school serving low-income families and students.
- The high-need field must be listed on the certification form at the time you begin teaching or must have been listed on the federal or state high-need fields list at any time that you received a TEACH Grant.
  - The school must be a qualifying school at the time you begin teaching. If the school or educational service agency where you teach is listed in the TCLI Directory during all or any of your teaching years but is later removed from the TCLI Directory, your subsequent years of teaching at that school will still fulfill your service obligation.





# TEACH Grant Exit Counselling

The TEACH Grant exit counseling will provide you with important information regarding

- Certifying your teaching service obligation
- Requesting a suspension or discharge of your obligation
- Identifying low-income schools and high need fields
- Circumstances under which a TEACH Grants will convert to a loan
- Terms and Conditions after a TEACH Grant converts to a loan
- TEACH Grant exit counselling and PDF is available online at:  
[TEACH Grant Exit Counseling](#)



# Service Obligation

- Each service obligation begins only after you complete the program for which you received the TEACH Grant
- Unless you have received a temporary suspension of the eight-year obligation period, **or** your TEACH Grant obligation has been discharged, **you must** keep the TEACH Grant Servicer informed of your progress toward satisfying your service obligation by certifying your employment each year by your due date
- The current TEACH Grant Servicer is: **The Mohela Servicing Center 1-888-866-4352. Press option 8 for Direct Loans.**



# New Policy – Standardized Annual Deadline

A standardized annual certification date has been adopted to simplify the annual certification process for recipients.

- October 1<sup>st</sup> of each year, Mohela Servicing Center will notify all TEACH Grant recipients subject to the annual certification requirement how to submit their documentation of progress towards completing their TEACH Grant service obligation.
- **Read more about the new deadline policy:**  
<https://studentaid.ed.gov/sa/types/grants-scholarships/teach#annual-certification-date>





# After School – Annual Certification

The TEACH Grant's Agreement to Serve or Repay states that TEACH Grant recipients must submit documentation (TEACH Grant Certification form) each year showing:

1. that they have completed a year of qualifying teaching service,
  2. or they do not have qualifying teaching service but still intend to satisfy their service obligation.
- The annual certification deadline that will apply to all TEACH Grant recipients is Oct. 31<sup>st</sup> each year.
    - Exception – Students who have not taught for a full and complete year, will not be required to submit their annual certification form until (and no later) than the following October 31<sup>st</sup> deadline or at the end of the academic year that they taught for one full year.





# Annual Certification

- The TEACH Grant Certification form:
  - Is a document that is completed and signed by both you and your employer each year so that you can receive teaching credit.
  - Once the online portion of the certification process is done on the Mohela website, print out the paper certification form and bring it to your employer to complete and submit back to Mohela via fax or by uploading to your web account.
  - It is advised that you set up your Mohela Servicing Online account once you leave the program for which you received the TEACH Grant.



# The Annual Certification Process page 1 - Student section

TEACH GRANT CERTIFICATION OF COMPLETED TEACHING

SECTION 1: GRANT RECIPIENT INFORMATION

See the instructions on page 1.

SSN

Name

Address

City, State, Zip

Telephone – Primary

Telephone – Alternate

Email (optional)

☐ Check this box if you are changing any preprinted information.

SECTION 2: INFORMATION ABOUT YOUR TEACHING SERVICE (TO BE COMPLETED BY THE TEACH GRANT RECIPIENT)

Read the definitions in Section 6 before you complete this section.

1. Did you complete a full school year of teaching or have you begun teaching?

☐ Yes – Continue to Question 2.

☐ No – Do not complete this form; you must have completed a full school year of teaching or must have begun teaching.

2. Were you a full-time teacher or have you begun full-time teaching?

☐ Yes – Continue to Question 3.

☐ No – Do not complete this form; you must teach full-time.

3. Did you teach or have you begun teaching at a low-income school, as defined in Section 6 of this form?

☐ Yes – Continue to Question 4.

☐ No – Do not complete this form; you must teach at a low-income school as defined in Section 6.

4. Did you teach or have you begun teaching more than half of your classes in a high-need field, as defined in Section 6 of this form?

☐ Yes – Continue to Question 5.

☐ No – Do not complete this form; you must teach the majority of your classes in a high-need field as defined in Section 6.

5. Where did you teach or where have you begun teaching? Check all that apply.

☐ at a low-income elementary school

☐ at a low-income secondary school

☐ for a low-income educational service agency (ESA)

6. In what high-need field or fields did you teach or have you begun teaching? Check all that apply.

☐ Bilingual education or English language acquisition

☐ Foreign language

☐ Math

☐ Reading specialist

☐ Science (includes computer science)

☐ Special education

☐ Other high-need field not listed above (see the definition of “high-need field” in Section 6). If you check this box, continue to Question 7. Otherwise, go to Section 3.

7. If you checked “other high-need field not listed above” in Question 6, in what other high-need field did you teach or have you begun teaching?

IMPORTANT: You must identify the other high-need field using the same name under which the field is listed in the Nationwide List (see the definition of “high-need field” in Section 6).

SECTION 3: YOUR CERTIFICATIONS AND UNDERSTANDINGS (TO BE COMPLETED BY THE TEACH GRANT RECIPIENT)

I certify that (1) the information I have provided on this form is true and correct; (2) I have read and understand the terms and conditions and definitions in Sections 5 and 6; and (3) upon request, I will provide additional documentation to my TEACH Grant servicer to document my qualifying teaching service.

IMPORTANT: I understand that (1) under the terms and conditions of my Agreement, any TEACH Grant I received for a program of study will be converted to a Direct Unsubsidized Loan if I do not begin qualifying teaching or continue to perform qualifying teaching service within a timeframe that would allow me to complete my required 4 years of teaching within the 8-year period required by my Agreement; and (2) if any TEACH Grant that I received is converted to a Direct Unsubsidized Loan, I must repay that loan in full, with interest charged from the date of each TEACH Grant disbursement.

Grant Recipient's Signature

Date

Grant Recipient's Name

SSN

- Section 1 and 2 - completed on the student’s web account.
- Section 3 - Print the Certification form out, sign it, then bring it to your employer to complete and sign.





# The Annual Certification Process page 2 - Employer section

Grant Recipient's Name \_\_\_\_\_ SSN \_\_\_\_\_

**SECTION 4: CHIEF ADMINISTRATIVE OFFICER'S (CAO'S) CERTIFICATION**

Read the definitions in Section 6 before completing this section. Be sure to sign and date the form at the bottom of this page. Return the form to the grant recipient.

1. What is the name of the school or educational service agency (ESA) where the grant recipient taught or is currently teaching? Enter the name and other information requested below, then continue to Question 2.

**Note:** If the grant recipient met the requirements for a full school year of teaching by teaching at different schools or for different ESAs and you are authorized to certify the recipient's teaching service at each school or ESA (for example, if the recipient taught at different schools within the same school district), provide all information requested below for each school or ESA. Attach additional pages if necessary; include all information requested in this section.

School (not school district) or ESA Name \_\_\_\_\_

☐ Check here if this is a school or ESA operated by the Bureau of Indian Education (BIE) or operated on an Indian reservation by an Indian tribal group under contract with the BIE.

School or ESA Address (Street, City, State, Zip Code) \_\_\_\_\_

School or ESA Website \_\_\_\_\_

School District \_\_\_\_\_ County \_\_\_\_\_

2. Was/is the grant recipient a **full-time, highly-qualified teacher** during the school year(s) of teaching that you are being asked to certify?

☐ Yes – Continue to Question 3.  
☐ No – Do not complete this form. The teaching does not satisfy the terms and conditions of the TEACH Grant service obligation.

3. Were/are more than half of the classes that the grant recipient taught/teaches in the **high-need field(s)** indicated by the grant recipient in Section 2?

☐ Yes – Continue to Question 4.  
☐ No – Do not complete this form. The teaching does not satisfy the terms and conditions of the TEACH Grant service obligation.

4. Has the grant recipient met his or her contractual requirements (for purposes of salary increases, tenure, and retirement) for a full school year of teaching, and has that school year ended?

☐ Yes – Continue to Question 5.  
☐ No – Skip to Question 8.

5. Check the box below that describes how the grant recipient completed a full school year of teaching, then follow the instructions for the box that you check. **Check only one box.**

☐ The grant recipient completed a full school year of teaching during one school year at the same school or for the same ESA. **Continue to Question 6 and identify the school year.**

☐ The grant recipient completed a full school year of teaching by teaching for two complete and consecutive half years within the same school year at different schools or for different ESAs. **Continue to Question 6 and identify the school year.**

☐ The grant recipient completed a full school year of teaching by teaching for two complete and consecutive half years of teaching during different school years at either the same school or for the same ESA or at different schools or for different ESAs. **Skip to Question 7 and identify the school year.**

6. The grant recipient taught for the full 20\_\_\_\_–20\_\_\_\_ school year.

7. The grant recipient taught for the second half of the 20\_\_\_\_–20\_\_\_\_ school year and for first half of the 20\_\_\_\_–20\_\_\_\_ school year.

8. The grant recipient has begun teaching for the 20\_\_\_\_ school year, but has not yet completed a full school year of teaching.

I certify that the information I have provided above about the TEACH Grant recipient's teaching service is true and correct.

CAO's Name \_\_\_\_\_

CAO's Title (printed) \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

CAO's Signature \_\_\_\_\_ Date \_\_\_\_-\_\_\_\_-20\_\_\_\_

- Section 4 should be completed by your employer.
- Tip: Question 1 – The name of the school must match the name listed in the Low-Income Directory.
- Corrections on the form made with whiteout must be initialed by employer for processing.
- Contact Mohela Servicing Center if you need assistance completing the form.



# The Annual Certification Process - Contact information


- Contact Mohela Servicing center for help completing the TEACH Grant Certification form at 1-888-866-4352
- When you are ready to submit your certification form, it is not recommended to submit it through the mail, as this could take up to 2 weeks longer or more for processing.
- It is recommended to scan and upload your completed form to your web account for quicker and secure processing.





# Annual Certification Tips

Certification Forms submitted incomplete will not be processed by Mohela Servicing Center, and **you will be at greater risk of having your grant converted.**

- Submit your Certification Form early every October to allow Mohela Servicing Center time to notify you of a problem or error on your form.
  - Keep record of all contact with Mohela Servicing Center, including when and how you've submitted your Certification Forms
  - If you have problems or questions on completing the Certification Form, contact Mohela Servicing Center directly and early for the most accurate information.
- 



# TCLI School Directory

- The school you teach at must be listed on the TCLI directory the first year that you are certifying your teaching service.
- If the school later falls off the TCLI directory in a subsequent year, your school will still meet the certification requirements.
- The TCLI is updated each year between late August and early September.
  - For TCLI directory questions, email [TCLIdirectory@cde.ca.gov](mailto:TCLIdirectory@cde.ca.gov)





# TEACH Grant Award pause

- If you are a previous TEACH Grant recipient but did not receive a TEACH Grant for a subsequent semester and have continuous enrollment, your TEACH Grant obligation only begins after you withdrawal or complete the program for which you received the TEACH Grant.
  - However, if you left school and are returning to another eligible program, you should contact Mohela Servicing Center to request a suspense of your teaching obligation.

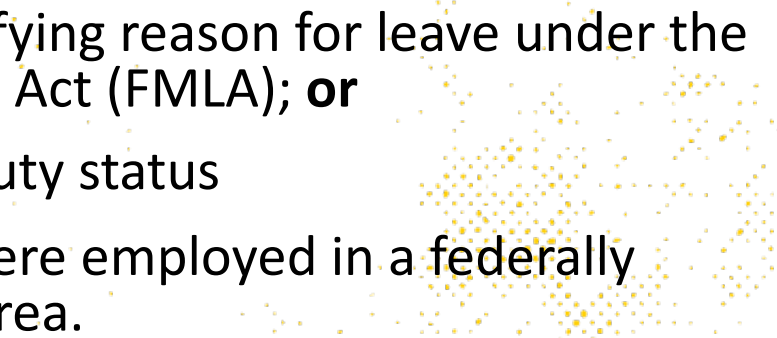




# Completing Less than a Full Year

One of the requirements to fulfilling your service obligation is to be teaching full-time.

If you do not complete a full school year of qualifying teaching service, but complete **at least** one-half of a school year, it can be counted as one of your four required years of teaching **if** your employer considers you to have fulfilled your contract requirements **and** you were unable to complete the school year due to:

1. a condition that is a qualifying reason for leave under the Family and Medical Leave Act (FMLA); **or**
  2. a call or order to active-duty status
  3. You were residing in or were employed in a federally declared major disaster area.
- 

# Multiple Employers

If you taught at more than one qualifying school during a school year, that year of teaching will count as one of your required years of teaching service if:

- you provide Mohela Servicing Center with a certification form from the multiple school employment officials involved confirming that the combined teaching is the equivalent of one school year of full-time employment; *and*
- more than half of the classes that you taught were in high-needs fields.







# After School - Suspending your TEACH Grant

You may request a temporary suspension of your service obligation period if you're temporarily unable to teach because you:

1. Returned to school and are enrolled in another TEACH grant eligible program.
2. A condition that is a qualifying reason for leave under the Family and Medical Leave Act.
3. A call or order to active-duty status.
4. Are residing in or are employed in a federally declared major disaster area.

Suspensions are granted for one-year increments, not to exceed a combined total of three years.

- TEACH Grants may be also discharged in cases of death, permanent disability or extended military service.

# Conversion to a Direct Unsubsidized Loan

A TEACH Grant that a student received will be converted to a loan under any of the following conditions:

1. The recipient requests that their grants be converted into a loan.

-or -

2. The recipient does not begin or maintain qualifying teaching within a timeframe that would allow the recipient to complete their required four years of teaching within the eight-year service obligation period.

- If grants are converted, the student will be charged interest going back to the date of each TEACH Grant disbursement.







# After your TEACH Grant Converts to a Loan

- TEACH Grants converted to a loan, in most cases, cannot be converted back into a grant.
- When a TEACH Grant is converted to a loan, the fixed interest rate will be the rate that was in effect for federal loans on the date of the grant's disbursement.
- At the time the grant converts to a loan, the student will be given a 6-month grace period before the 1<sup>st</sup> payment becomes due and the opportunity to pay the interest that accrued from the disbursement date until the conversion date. If the student does not pay this interest, it will be capitalized when the loan enters repayment.
- A converted TEACH Grant will not count toward your aggregate loan limits, but it will be subject to the other terms and conditions that apply to the Federal Direct Unsubsidized Loan program.

# TEACH Grant Servicer - Mohela Servicing Center

- TEACH Grant recipients should always contact the Mohela Servicing Center annually after completing their program to either certify their teaching service or determine if they need to request a suspension of their service obligation.
- It's important that recipients keep the Mohela Servicing Center informed of their current contact information.
- Students can set up a Mohela account and check their paperless inbox on the Mohela website for certification notifications and any other updates.
- Contact the Mohela Servicing Center:  
Toll free: 1-888-866-4352  
<https://Mohela.com>







## TEACH Grant Resources

**Department of Education website:**

<https://studentaid.ed.gov>

**Mohela Servicing Center**

<https://www.mohela.com>

**TEACH Grant Exit Counseling:**

California State University, Stanislaus

Financial Aid and Scholarship Office

TEACH Grant Department

209.664-6571

[cgoodeill@csustan.edu](mailto:cgoodeill@csustan.edu)

<https://studentaid.gov/teach-grant-program>

**Stan State TEACH Grant website:**

<https://www.csustan.edu/financial-aid-scholarship/financial-aid-basics/teach-grant>

