



Stanislaus
State



TEACH Grant Exit Info Workshop

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Workshop Overview

- Initial Certification - 120 day deadline
- Annual Certification - reporting your teaching status each year
- Completing Less than a full year of teaching service
- Employed by multiple employers
- Requesting a suspension or discharge of the eight-year period
- Circumstances under which a TEACH Grant will convert
- After a TEACH Grant converts to a Direct Unsubsidized Loan
- TEACH Grant Loan Conversion Reconsideration

The TEACH Grant Exit Counseling

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

- Initially and annually certifying,
- Requesting a suspension or discharge of your obligation,
- Identifying low income schools and high-need fields,
- Circumstances under which a TEACH Grant will convert to a loan,
- Terms and Conditions After a TEACH Grant converts to a loan.

❖ TEACH Grant exit counseling and PDF is available online at:

<https://studentloans.gov/myDirectLoan/teachExitCounseling.action#!/teachExit/launch>

Certification Requirement

- 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 FedLoan Servicing Center 1-800-699-2908
 - *An enrollment status of withdrawal or graduated will trigger your teaching service obligation to begin.*

Initial Certification – 120 day deadline

Students **must** make initial contact with The FedLoan Servicing Center within 120 days after completing or separating from their program.

- The FedLoan Servicing Center will also make an attempt to contact you.
 - A 1st and 2nd correspondence will be sent to you electronically 60 days and then 30 days before your deadline to certify.
 - A 3rd letter will be mailed to you notifying you that you are now in the 30-day grace period before your grants convert to loans.
 - A 4th and final letter will be mailed to you if and when your grants convert.

Initial Certification continued

- Within 120 days after you complete the program for which you received your TEACH Grant, you **must** notify the FedLoan Servicing Center that:
 1. you are employed as a full-time teacher; **or**
 2. you are not yet employed as a full-time teacher, but intend to meet the terms and conditions of your service obligation (*“Certification of Intent to Satisfy”*)
- When you make contact within the 120-day deadline:
 - you will most importantly prevent your grant from converting into an unsubsidized loan;
 - you will also receive information regarding the due date for your 1st annual Certification Form.

Annual Certification

Every year, after you complete each of the four years of required teaching, you **must** provide The FedLoan Servicing Center with documentation of that teaching service **by your due date:**

-The new standardized deadline is Oct 31st each year

- The TEACH GRANT CERTIFICATION form:
 - Is a three-page document that is completed and signed by both you and your employer each year in order for you to receive teaching credit.
 - Once the online portion of the certification process is done on the FedLoan website, print out the paper certification form and bring it to your employer to sign and submit back to FedLoan via fax or by uploading to your web account.

The Annual Certification Process

page 1 - Student section



Records Code: XTAC

TEACH GRANT CERTIFICATION

Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

SECTION 1: TEACH GRANT RECIPIENT IDENTIFICATION Please enter or correct the following information.

SSN [] - [] - [] Name _____
Address _____ City _____ State _____ ZIP _____
Telephone - Primary _____ E-mail: Optional _____
Telephone - Alternate _____

SECTION 2: TEACH GRANT RECIPIENT'S UNDERSTANDINGS AND CERTIFICATIONS

Before completing this section, carefully read the entire form, including the instructions, definitions, terms and conditions, and important notices in Sections 4, 5, and 6.

I understand that:

- I must fulfill a teaching service obligation (service obligation) for each academic program for which I received a TEACH Grant, as stated in the Agreement to Serve (Agreement) that I signed before receiving each TEACH Grant. If I do not fulfill my service obligation, all TEACH Grant funds that I received will be converted to Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans) that I must repay to the U.S. Department of Education (the Department), with interest charged from the date of each TEACH Grant disbursement.
- To fulfill my service obligation, I must teach full time for a total of at least four academic years within eight years after I complete or otherwise cease to be enrolled in the program for which I received TEACH Grant funds. My teaching service must meet the requirements specified in Section 6 and in my Agreement.
- After completing each of the four academic years of required teaching service, I must provide my TEACH Grant servicer with documentation of my teaching service by providing the information requested in Item A below and obtaining a certification in Section 3 of this form from the Chief Administrative Officer for the school or educational service agency where I taught.
- If I am not teaching, I must certify my intent to satisfy my teaching service obligation by checking the box in Item B below and signing the form. (If you did not complete your TEACH Grant program of study, see Section 6.)

I certify that:

- (A) I taught full time for one complete academic year, as certified in Section 3 (if you check this box for this reason you must complete items 1, 2 and 3 below, and sign the form. Your Chief Administrative Officer must complete Section 3.) **Or**

I am currently performing qualifying teaching service, but have not yet taught for a complete academic year (if you check this box for this reason you must complete items 1, 2 and 3 below, and sign the form. If you did not complete the program for which you received your TEACH grants, your Chief Administrative Officer must complete Section 3 and indicate that you have not taught a complete academic year using the check box provided.)

(1) I am teaching or have taught full time as a highly-qualified teacher at a/an (check only **one** box):

- Low-income elementary or secondary school Low-income educational service agency Elementary or secondary school operated by the Bureau of Indian Education (BIE) or operated on an Indian reservation by an Indian tribal group under contract with the BIE.

(2) During the year of teaching listed below and as certified in Section 3, more than half of the classes I am teaching or have taught were in one or more of the following high-need fields (check all that apply):

- Mathematics Science Foreign Language Bilingual Education English Language Acquisition
 Special Education Reading Specialist
 Other high-need field (see Section 5; list the other high-need field and grade level taught): _____

(3) I am teaching or have taught at:

Name of School (Not School District) or Educational Service Agency at which I am teaching _____ School Web Address _____
Address of School or Educational Service Agency (Street, City, State, ZIP) _____

- (B) I am not teaching, but I intend to satisfy my TEACH Grant service obligation. (If you check this box you only need to sign below.)

- (C) I did not complete my TEACH Grant-eligible program of study and am not teaching, but I have reenrolled in another eligible program of study, as defined in Section 5. (If you check this box, sign the form and have an authorized official complete Section 3 to confirm your enrollment in an eligible program. In addition, you may contact us to request a suspension of the eight-year period for completing your service obligation.)

- (D) The information I provided in Sections 1 and 2 is true and correct.

- (E) I have read and understand the definitions in Section 5 and the terms and conditions in Section 6.

- (F) My teaching service met the requirements specified in Section 6.

TEACH Grant Recipient's Signature _____

Today's Date (mm-dd-yyyy) _____

- Section 1 and 2 is completed on the student web account.
- Print the Certification form out and bring it to your employer.
- Student **MUST** the sign form before submitting to FedLoan Servicing Center.

Note: If you submit the certification form without a signature, you will only have 30 days to resubmit a corrected form before grants convert to loans.

The Annual Certification Process

page 2 - Employer section

Recipient Name: _____ Recipient SSN: _____

SECTION 3: CHIEF ADMINISTRATIVE OFFICER or AUTHORIZED OFFICIAL'S CERTIFICATION

Before completing this section, carefully read the instructions, definitions, and terms and conditions in Sections 4, 5, and 6. If recipient is teaching, complete as Chief Administrative Officer. Return the completed form to the grant recipient identified in Section 1. If the recipient is enrolled in a TEACH Grant eligible program of study, complete as Authorized Official.

Chief Administrative Officer only: I certify that the grant recipient identified in Section 1 taught during the academic year as a full-time highly-qualified teacher (as defined in Section 5) from (mm-dd-yyyy) to (mm-dd-yyyy) at the eligible low-income elementary school, secondary school or educational service agency identified by the grant recipient in Section 2, and that during this year the grant recipient taught more than half of his or her classes in the high-need field(s) identified by the grant recipient in Section 2.

Check here if certifying teaching service for less than a complete academic year.

Authorized Official only: I certify that the grant recipient identified in Section 1 is/was enrolled at (Name of Institution) in an eligible program, as defined in Section 5 during the academic period from (mm-dd-yyyy) to (mm-dd-yyyy).

Chief Administrative Officer/Authorized Official's Name and Title (Printed) _____ Telephone _____

Chief Administrative Officer/Authorized Official's Signature _____ Today's Date (mm-dd-yyyy) _____

SECTION 4: GENERAL INFORMATION AND INSTRUCTIONS

- Type or print using dark ink. Enter dates as month-day-year (mm-dd-yyyy). Use only numbers. Example: January 31, 2013 = 01-31-2013.
- If you are certifying teaching service, the Chief Administrative Officer for the school or educational service agency where you performed your qualifying teaching service must complete Section 3. If you taught at more than one school or educational service agency during the same academic year, you may complete one certification form for each school or educational service agency at which you taught. If one school or educational service agency cannot certify your complete academic year of teaching.
- If you are certifying enrollment in an eligible program of study, an Authorized Official for the school at which you are/were enrolled in the eligible program of study must complete Section 3.
- Return the completed form and any attached pages to the address shown in Section 7.

SECTION 5: DEFINITIONS

- An academic year or its equivalent is one complete elementary or secondary school year, or two complete and consecutive half-years from different school years (excluding summer sessions) that generally fall within a 12-month period. If a school or educational service agency has a year-round program of instruction, a minimum of nine months is considered to be the equivalent of an academic year.
- An authorized official who may complete Section 3 is an official of the school at which you are/were enrolled in a TEACH Grant-eligible program.
- The Chief Administrative Officer for a school or educational service agency is the individual who has access to the employment records which establish that the grant recipient's teaching service met the requirements of the TEACH Grant Program, as explained in Section 6, and who is authorized to verify the grant recipient's qualifying teaching service. The Chief Administrative Officer may vary depending on the teacher's employer, and could include (but is not limited to) the principal or assistant principal of the school where the grant recipient taught, the superintendent, assistant superintendent, or human resources director for a school district or educational service agency, or the chief executive officer of an educational services agency.
- An eligible program of study is one that is TEACH Grant-eligible and is designed to prepare an individual to teach as a highly-qualified teacher in a high-need field and leads to a baccalaureate or master's degree, or is a post-baccalaureate program of study. A two-year program of study that is acceptable for full credit toward a baccalaureate degree is considered to be a program of study that leads to a baccalaureate degree. An eligible program of study is also a program of study that has been determined by a state to satisfy the requirements for certification or licensure to teach in the state's elementary or secondary schools.
- A high-need field includes the following: (1) bilingual education and English language acquisition; (2) foreign language; (3) mathematics; (4) reading specialist; (5) science; (6) special education; and (7) any other field listed in the U.S. Department of Education's (the Department's) annual [Teacher Shortage Area Nationwide Listing \(Nationwide List\)](#).
 - Bilingual education is an educational program in which two languages are used to provide content matter instruction. English language acquisition is the process of acquiring English as a second language.
 - Special education means specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings; and instruction in physical education, i.e., physical therapy.
 - A child with a disability is a child who needs special education and related services because the child has mental retardation, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, a traumatic brain injury, another health impairment, or a specific learning disability. For a child age 3 through 9, the term a child with a disability may, at the discretion of the state and the local educational agency, include a child who needs special education and related services because the child is experiencing developmental delays, as defined by the state and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development.
- A post-baccalaureate program of study is a program of instruction for individuals who have completed a baccalaureate degree that, (1) does not lead to a graduate degree; (2) consists of courses required by a State in order for a student to receive a professional certification or licensing credential that is required for employment as a teacher in an elementary school or secondary school in that State, except that it does not include any program of instruction offered by a TEACH Grant-eligible institution that offers a baccalaureate degree in education; and (3) is treated as an undergraduate program of study for the purposes of title IV of the Higher Education Act.
- A school or educational service agency serving low-income students (low-income school or low-income educational service agency) is an elementary or secondary school or educational service agency that: (1) is in the school district of a local educational agency that is eligible for assistance under title I of the Elementary and Secondary Education Act; (2) has been determined by the Department to be a school in which more than 30 percent of the school's total enrollment is made up of children who qualify for services provided under title I of the Elementary and Secondary Education Act; and (3) is listed in the Department's [Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits](#). All elementary and secondary schools operated by the U.S. Department of the Interior's Bureau of Indian Education (BIE) or operated on Indian reservations by Indian tribal groups under contract or grant with the BIE qualify as low-income schools. If the school or educational service agency where you teach meets the low-income requirements during all or a part of a school year of my required four school years of teaching, but does not meet those requirements in subsequent school years, those subsequent years of teaching at that school or educational service agency will still qualify for purposes of satisfying my TEACH Grant service obligation.
 - An educational service agency is a regional public multisevice agency authorized by State statute to develop, manage, and provide services or programs to local educational agencies, as defined in section 9101 of the Elementary and Secondary Education Act of 1965, as amended.
 - An elementary school is a nonprofit institutional day or residential school, including a public elementary charter school, that provides elementary education as defined under State law.
 - A secondary school is a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary

- Section 3 should be completed by your employer.
- Forms submitted **without** the *teaching less than complete academic year* checked off will be submitted as a full year of teaching service, regardless of date range indicated.
- Corrections on the form made with whiteout must be initialed by employer for processing.

The Annual Certification Process

page 3 - Contact information

education, as determined under State law, except that the term does not include any education beyond grade 12.

- The **Teacher Education Assistance for College and Higher Education (TEACH) Grant Program** provides funds to students who are completing or who plan to complete coursework that is required to begin a career in teaching.
- A **teacher** is a person who provides direct classroom teaching or classroom-type teaching in a non-classroom setting, including special education teachers and reading specialists. School librarians, guidance counselors, and other administrative staff are not considered teachers for the purposes of fulfilling the TEACH Grant service obligation.
 - A **full-time teacher** is a teacher who meets the standard used by a State in defining full-time employment as a teacher. For an individual teaching at more than one school or educational service agency, the determination of full-time is based on the combination of all qualifying employment.
 - The **highly-qualified teacher** requirements are specified in section 19101(23) of the Elementary and Secondary Education Act of 1965, as amended, or for special education teachers, in section 602(10) of the Individuals with Disabilities Act.

SECTION 6: TEACH GRANT PROGRAM TERMS AND CONDITIONS

- For each academic program for which you receive TEACH Grant funds, you must complete a service obligation by teaching full time for a total of at least four academic years:
 - As a **highly-qualified teacher** (see Section 5);
 - At a **school or educational service agency serving low-income students** (see Section 5); and
 - In a **high-need field** (see Section 5) in more than half of the classes that you teach during each academic year.
- You must complete the required four years of teaching within eight years after you complete or otherwise cease to be enrolled in the program for which you received the TEACH Grant.
- After completing each year of your required four years of teaching service, you must complete and submit this TEACH Grant Certification to the Department.
- If you received a TEACH Grant but do not complete the required four years of teaching service within eight years of completing (or otherwise ceasing to be enrolled in) the program for which you received a TEACH Grant, all TEACH Grant funds you received will be converted to Federal Direct Unsubsidized Stafford/Loan Loans (Direct Unsubsidized Loans) that you must repay in full to the Department, with interest charged from the date of each TEACH Grant disbursement you received.
- If you received a TEACH Grant but did not complete your program of study, within 120 days of ceasing enrollment you must certify that you are employed as a full-time teacher in accordance with the terms and conditions listed in your Agreement to Serve, or that you are not yet employed as a full-time teacher, but you intend to meet the terms and conditions of your service obligation. If you do not meet one of these requirements, your TEACH Grant will be converted to a Direct Unsubsidized Loan.
- If you received a TEACH Grant but did not complete your program of study, within one year of ceasing enrollment you must re-enroll in a TEACH Grant eligible program, begin creditable teaching service or be determined eligible for a suspension of your eight-year obligation period. If you do not meet one of these requirements, your TEACH Grant will be converted to a Direct Unsubsidized Loan.
- If you complete the academic program for which you received a TEACH Grant, you must actively confirm at least once each year that you intend to satisfy your service obligation. If you do not actively confirm your intention, your TEACH Grant will be converted to a Direct Unsubsidized Loan.
- You must maintain qualifying employment within a timeframe that allows you to complete your service obligation within the allotted eight-year period.
- For complete terms and conditions of the TEACH Grant Program, see the TEACH Grant Agreement to Serve (Agreement) that you were required to sign before you received a TEACH Grant.

SECTION 7: WHERE TO SEND THE COMPLETED CERTIFICATION FORM

Return the completed form and any attachments to:

U.S. Department of Education
FedLoan Servicing
P.O. Box 89154
Harrisburg, PA 17106-9154
or Fax to: 717-720-1628

If you need help completing this form, call:

1-800-699-2908
International: 717-720-1985
TDD: 1-800-722-8189

- Contact FedLoan Servicing center for help completing the form at 1-800-699-2908.
- 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 for processing.
- It is recommended to fax to 717-720-1628 or scan and upload form to web account for quicker processing.

Annual Certification tips

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

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

New Policy – Standardized Annual Deadline

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

- In early October each year, FedLoan Servicing Center will notify all TEACH Grant recipients subject to the annual certification requirement and tell them how to submit their documentation of progress towards completing their TEACH Grant service obligation **or** how to submit certification of intent to satisfy their service obligation.
 - The October 31st annual deadline does not apply to the 120-day initial certification requirement. Students must still **also meet the 120-day initial certification deadline.**
 - If you not submit your required documentation by December 31st of that year, your grants will convert to loans.

Read more about the new deadline policy:

<https://studentaid.ed.gov/sa/types/grants-scholarships/teach#annual-certification-date>

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 or must have been listed on the federal or state high-need field at any time that you received a TEACH Grant.

If it does not, your grant will convert into a loan.

Unable to Certify

Students who have withdrawn or taken an approved leave of absence are at greater risk of having their grant convert.

If you did not complete your TEACH Grant program of study, you must contact The FedLoan Servicing Center within 120 days **and** also do one of the following within 1 year after you leave:

1. Qualify for a temporary suspension of the period for completing your service obligation; or
 2. Re-enroll in another TEACH Grant eligible program; or
 3. Begin qualifying teaching service
- Students with a withdrawal status will normally have a maximum of 4 months before their grants will permanently convert to loans.

If you do not, your grant will convert into a loan.

Completing Less than a Full Year

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; **or**
1. a call or order to active duty status

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 The FedLoan Servicing Center with a certification from one or more 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.

Suspending your TEACH Grant

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

If a student completed or is no longer enrolled and is not yet teaching, they may request a temporary suspension of the eight-year period based on the following situations:

1. A student received a TEACH Grant and re-enrolls in an eligible TEACH Grant 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
- ❖ *Suspension Forms are located on The FedLoan student account access portal.*
 - TEACH Grants may be 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 Student requests that their grants be converted into a loan.**
- 2. The student did not complete the program for which they received the grant and within 120 days of ceasing enrollment failed to notify The FedLoan Servicing Center of their employment or enrollment status.**
- 3. The student did not complete the program for which they received the grant and within 120 days of ceasing enrollment did not qualify for a suspension, re-enrolled in a new program, or begin qualifying teaching service.**
- 4. The student completed the academic program for which they received the grant, but did not confirm to The FedLoan Servicing Center at least once a year that they intend to satisfy their obligation.**
- 5. The student completed the academic program for which they received the grant, but did not begin or maintain qualifying employment as a teacher.**

After your TEACH Grant Converts to a Loan

TEACH Grants will convert to loans if the service requirements are not met.

- TEACH Grants converted to a loan, 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 is converted to a loan, the student will be given the opportunity to pay the interest that accrued. If the student does not pay this interest, it will be capitalized when the loan enters repayment at the end of the 6-month grace period.
- 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.

New Policy – Conversion Reconsideration

Recipients who had their grants converted to a loan before October 2018 may now be eligible to request reconsideration of their TEACH Grant to loan conversion if;

1. They completed their required four years of qualifying teaching within their eight-year TEACH Grant service obligation period
or
 2. They have not yet completed all four years of required teaching, but are currently working, or expect to work in a qualifying teaching position that meets the terms and conditions of their TEACH Grant service obligation period.
- This appeal process does not apply to new TEACH Grant recipients.
 - To request reconsideration, contact FedLoan Servicing by phone at 1-855-499-9543

FedLoan Servicing Center

TEACH Grant recipients should **always** contact The FedLoan Servicing Center within 120 days of completing or separating from their program to:

- Inform them of their employment status and receive their first annual Certification Form due date
- File an “Intent to Satisfy” if they are not yet teaching
- Inform them of their enrollment status in another program; or
- Request a suspension

FedLoan Servicing Center

It's important that TEACH Grant recipients keep The FedLoan Servicing Center informed of their current contact information.

- Students can check their FedLoan “Paperless Inbox” on the FedLoan website for important notifications and deadlines.
- Students can contact FedLoan directly for questions regarding fulfilling their teaching obligation.
Toll Free: 1-800-699-2908
<https://myfedloan.org/borrowers/special-programs/teach-grants>
- Students can find read-only versions of the TEACH Grant Counseling and Agreement to Serve at the following website:
<https://studentloans.gov/myDirectLoan/launchTeach.action>

TEACH Grant Resources

Department of Education website:

<https://studentaid.ed.gov/sa/types/grants-scholarships/teach>

FedLoan Servicing Center Website:

<https://myfedloan.org/borrowers/special-programs/teach-grants>

TEACH Grant Exit Counseling:

<https://studentloans.gov/myDirectLoan/teachExitCounseling.action#!/teachExit/launch>

Stan State TEACH Grant website:

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

**California State University, Stanislaus
Financial Aid and Scholarship Office
TEACH Grant Department**

209.664-6571

Fafl-teach-grant@csustan.edu