

Teach for Texas Loan Repayment Assistance Program (TFTLRAP)

Instructions for Application - Part 1

COMPLETE ALL DATA - DO NOT LEAVE BLANKS

SECTION A: PERSONAL INFORMATION

Items 1-7: Please complete all information.

SECTION B: LOAN AND SERVICE INFORMATION

Item 8: Indicate the loans you wish to be considered for repayment in priority order. Indicate the name of the loan program and the name of the holder of the loan (where you mail or will mail your payments). Unless item 10 indicates otherwise, loans in Priority 1 will be repaid first, followed by Priorities 2 and 3.

Item 9: Provide the outstanding principal balance for all student loans listed in Item 8.

Item 10: If you wish to have the annual repayment applied to more than one of your loans, indicate the payment priority preference here.

Item 11: Provide the outstanding principal balance for all student loans not indicated in Item 8. This information is used to calculate new and reserved funding amounts for future repayments.

Item 12: An eligible teacher:

- ◆ must not be a previous recipient of the Teach for Texas Conditional Grant or Teach for Texas Alternative Certification Conditional Grant, and
- ◆ must not be obligated to any other teaching service.

Item 13: Signature required to acknowledge that you have read, understand, and agree to the application terms of this loan repayment assistance program, and to certify that the information presented in all parts of this application is true and correct to the best of your knowledge.

The list of designated campuses and fields can be found on our website at:

Campuses: <http://www.collegefortexans.com/cfbin/shortage.cfm?ShortArea=TeachTX>

Fields: <http://www.hhloans.com/TeacherShortageArea.cfm>

Mail the completed application package, pages 1-6 to:

Teach for Texas Loan Repayment Assistance Program
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, Texas 78711-2788
(512) 427-6367 (in Austin)
1-800-242-3062 ext. 6367 (outside Austin)
Fax (512) 427-6423

www.collegefortexans.com

www.hhloans.com



TEXAS HIGHER EDUCATION COORDINATING BOARD

Teach for Texas Loan Repayment Assistance Program
TEACHING CONFIRMATION - PART 2

ALL COMPLETED INFORMATION MUST BE LEGIBLE

SECTION C - TO BE COMPLETED BY APPLICANT

I declare that I am/was teaching as a FULL-TIME, CERTIFIED CLASSROOM TEACHER at a Texas public preschool, elementary, or secondary school in a subject field or at a campus identified as having a shortage of teachers. I authorize my employer to release information regarding my employment to the Texas Higher Education Coordinating Board.

Printed Name of Applicant

School District Name

Teacher Certification Number (Same as Social Security Number)

Campus Name

Grade Levels & Area(s) of Teaching Certification on file at the State Board for Educator Certification (SBEC):

Official Date of SBEC Certification: / /

Signature:

Date Signed: / /

SECTION D -- TO BE COMPLETED BY SCHOOL PRINCIPAL OR DESIGNATED SCHOOL OFFICIAL. Carefully read all instructions and requirements on the reverse before completing.

I certify that the information on this form is true and correct. The person named above is employed as a full-time, certified classroom teacher at a Texas public preschool, elementary, or secondary school in a subject field or at a campus identified as having a shortage of teachers; and

is teaching or is contracted to teach full-time for the academic year listed, or

has taught full-time for the entire academic year listed.

Full 9-Digit Campus ID#:

County District Campus

2003 / 2004

List the Academic Year being Verified

Teaching Subject or Assignment:

Verify full-time classroom teaching as a certified teacher (DO NOT INCLUDE TEACHING PRIOR TO SBEC CERTIFICATION):

First date of classroom teaching for academic year above

Last date of classroom teaching for academic year above

Principal or Designated School Official's Signature

Phone Number

Printed Name and Title

Fax #

Date Signed

E-mail

FOR COORDINATING BOARD USE ONLY

Shortage Type:

1 Shortage Field;

2 Shortage Community;

3 Both



* T C H C O N *

Teach for Texas Loan Repayment Assistance Program (TFTLRAP)
Instructions for Teaching Confirmation - Part 2
COMPLETE ALL DATA - DO NOT LEAVE BLANKS

ELIGIBLE FULL-TIME CERTIFIED CLASSROOM TEACHING

The recipient must be registered as a "Certified" teacher with the Texas State Board for Educator Certification (SBEC). Teaching employment that is less than full-time or less than a full academic year will not be eligible for repayment assistance. Verification is required at the beginning and end of each academic year.

INELIGIBLE TEACHING

A Teach for Texas Loan Repayment Assistance Program recipient cannot receive credit toward the teaching service for:

- service as a school librarian, guidance counselor, teacher's assistant or aide;
- a teaching internship, i.e., the student teaching portion of his or her course of study;
- volunteer activities;
- teaching other than full-time, certified classroom teaching, such as teaching under an emergency permit, probationary certificate, nonrenewable permit, or any type of temporary teacher certificate.

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TEXAS HIGHER EDUCATION COORDINATING BOARD

Teach for Texas Loan Repayment Assistance Program

LOAN AND LENDER INFORMATION - Part 3

ALL COMPLETED INFORMATION MUST BE LEGIBLE

SECTION E : STATEMENT OF RELEASE - TO BE COMPLETED BY THE APPLICANT

By my signature, I authorize the lender and/or holder of the promissory note(s) of my student loan(s) designated in Section I to release and directly mail information regarding my student loan(s) to the TEXAS HIGHER EDUCATION COORDINATING BOARD for purposes of qualifying the loan(s) for repayment under the provisions of the Teach For Texas Loan Repayment Assistance Program.

1. Printed Name of Applicant
2. Social Security Number
3. Account Number
4. Signature of Applicant
5. Name of Loan Program (as listed in Section B)
6. Name of Holder/Servicer
Address of Holder/Servicer
City State Zip Code

IMPORTANT: Complete a form only for those loans that you wish to have repaid at the end of the current service period. Please make copies of this form if you have more than one loan you would like verified.

SECTION F: TO BE COMPLETED BY HOLDER OF LOANS. Carefully read all instructions and requirements on the reverse before completing.

The loan identified above may qualify for repayment under the provisions of the Teach for Texas Loan Repayment Assistance Program. To qualify, the loan must have been issued to the borrower named above in Section E for the purpose of attending a public or private institution of higher education (If loan notes are not consolidated, please describe each student loan on a separate sheet).

9. Is this account currently in Default? Yes No
10. Total Balance Due\$ As of
11. Comments:
Name of Financial Institution
Address
City State Zip Code
E-mail Address
Signature of Authorized Official
Name of Authorized Official
Title
Phone
Fax number
Date



* T T R A P P *

Teach for Texas Loan Repayment Assistance Program (TFTLRAP)
Instructions for Loan and Lender Information - Part 3
COMPLETE ALL DATA - DO NOT LEAVE BLANKS

SECTION E - TO BE COMPLETED BY APPLICANT

Loan verification is required twice a year, once at the beginning of your service period, and once at the end of your service period.

SECTION F - TO BE COMPLETED BY THE HOLDER OF YOUR LOAN.

We reserve the right to request copies of the original promissory notes for the loan held for this borrower, or if not available, a statement indicating that the original promissory notes explicitly required the loan proceeds to be used to pay the cost incurred in attending a public or private institution of higher education.

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Teach for Texas Loan Repayment Assistance Program (TFTLRAP)

Privacy Act Notice

Certain information required on the application is made confidential by the Privacy Act of 1974 (5 USC 552a). The requested information is necessary for participation in the Teach for Texas Loan Repayment Assistance Program, to verify your identity and to determine your eligibility for the program and for any benefits from it. The Privacy Act provides that an agency may continue to require disclosure of an applicant's Social Security Number (SSN) as a condition for the granting of a right, benefit, or privilege if the agency required this disclosure prior to January 1975. The Texas Higher Education Coordination Board has, for years prior to 1975, required the disclosure of the SSN of all applicants for the programs that it administers. The SSN may be used to verify your identity and as an account number (identifier) throughout your participation in the program, in order to make certain that THECB records necessary data accurately. As an identifier, the SSN will be used to determine program eligibility.

The following notices are provided in accordance with Texas Government Code, Section 559.003(a):

1. With few exceptions, you are entitled on request to be informed what information THECB collects about you, and to receive and review the information.
2. Under Section 559.004 of the Government Code, you are entitled to have THECB correct information about you that is incorrect. You may do so by writing to Teach for Texas Loan Repayment Assistance Program, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711.
3. The information that the Texas Higher Education Coordinating Board collects will be retained and maintained as required by Texas record retention laws (Texas Government Code, Section 441.180 et seq.) and rules. Different types of information are kept for different periods of time.

Teach for Texas Loan Repayment Assistance Program (TFTLRAP) Application Checklist

Before you submit your application package, be sure all required information is provided and all pages are included. The following checklist is provided for your convenience.

- Application – Part 1; Section A – All personal information is provided.
- Application - Part 1; Section B – Your loan and lender information is provided and you have signed and dated the form.
- Teaching Confirmation - Part 2; Section C – Your employment information is provided and you have signed and dated the form.
- Teaching Confirmation - Part 2; Section D - Your principal or designated school official has completed, signed, and dated the Teaching Confirmation form.
- Loan and Lender – Part 3; Section E - You have signed and dated the authorization for your lender to release loan information.
- Loan and Lender - Part 3; Section F - Mail the original to the Texas Higher Education Coordinating Board for processing.
- You have made a copy of the completed application for your records.

Notification of the status of your application will be sent within two weeks following the application deadline. Please contact us if you have any questions regarding your application.

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