



## Teach for Texas Loan Repayment Assistance Program Application Information and Instructions

Please carefully read the following information before completing your application.

The purpose of the Teach for Texas Loan Repayment Assistance Program is to recruit and retain classroom teachers in communities and subjects for which there is an acute shortage of teachers in Texas.

### Eligibility Requirements

Applicants must:

- Be currently teaching full time at the preschool, primary, or secondary level in a Texas public school;
- Be certified in a field identified by the Texas Education Agency (TEA) as experiencing a shortage of teachers during the academic year for which the application is submitted and teach full time in that field **or**  
Be certified and teach full time at a campus identified by TEA as having a shortage of teachers during the academic year for which the application is submitted; and
- Submit a completed application to the Texas Higher Education Coordinating Board (THECB) during the annual application period between April 1st and June 15th for teaching service being completed during the current academic year.

### Loan Repayment Assistance

- Loan repayment assistance received through this program will be reported to the Internal Revenue Service.
- A teacher may not receive loan repayment assistance through this program for more than five years.
- Annual loan repayment awards are disbursed to lenders after all applications have been reviewed and ranked.

### Priorities for Ranking Applications

Due to limited funding and the high level of interest in this program, we anticipate receiving many more applications from eligible teachers than we will be able to fund. Applications will be ranked according to the following criteria, in priority order:

- 1). Renewal applicants shall be given priority over first-time applicants unless a break in service periods has occurred;
- 2). Severity of shortage of teachers in the community or teaching field, as indicated below, in priority order:
  - a) Applicants who are teaching shortage subjects at campuses having the highest percentages of students receiving reduced and free lunches.
  - b) Applicants who are teaching any subject at campuses having the highest percentages of students receiving reduced and free lunches.
- 3). Financial need as evidenced by the total amount of student loan indebtedness. (Note: Funding may not allow for this priority to be a factor).

### Eligible Loans

- Must be evidenced by a promissory note which required the loan proceeds to be used to pay higher education costs;
- Must not be in a default status.

### Teacher Shortages

Designated Shortage Campuses:

The federal Title I designation is not used to determine campus eligibility for the Teach for Texas Loan Repayment Assistance Program. Shortage campus designation for this program is based on information provided annually by Texas Education Agency. A link to the current list of shortage campuses is posted on the program web page.

Designated Shortage Fields for 2013-2014:

Bilingual Education/ESL, Mathematics, Science, Foreign languages, Computer Science, and Special Education.

### Application Instructions

1. Complete all of Part 1, Section A of Part 2, and all of Part 3.
2. Have your Chief Administrative Officer, (principal, assistant principal or superintendent) complete Section B of Part 2.
3. Fax or mail your completed application to the Texas Higher Education Coordinating Board at the address below.  
***Must be postmarked by the June 16, 2014. Applications postmarked after this date will not be considered.***

Texas Higher Education Coordinating Board  
PO Box 12788  
Austin, Texas 78711-2788  
1-800-242-3062 (Outside Austin) (512) 427-6340 (Austin area)  
Fax: 512-427-6423



# Texas Higher Education Coordinating Board

## Teach for Texas Loan Repayment Assistance Program Application

### Part 1 – Applicant Information

#### Applicant Information and Understandings – *The applicant must complete this section.*

Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Any Prior Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

\_\_\_\_\_

Other Phone No.: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

List all public and private institutions of higher education attended: \_\_\_\_\_

Provide the following information for all educational loans you received while attending a public or private institution of higher education. Be sure to list your loans in the priority in which you would like for them to be repaid.

Name of Lender or Servicer	Account Number	Estimated Balance	% of Amount to be applied to the loan
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Did the promissory note or governing terms of the loans listed above require that the loan proceeds be used for expenses incurred by you to attend a public or private institution of higher education?

☐ Yes ☐ No If no, list the priority number(s) of the loans(s) that did not: \_\_\_\_\_

Are any of the loans listed above currently in default?

☐ Yes ☐ No If yes, list the priority number(s) of the loans(s) currently in default: \_\_\_\_\_

Are any of the loans listed above a spousal consolidation?\*

☐ Yes ☐ No If yes, list the priority number(s) of the spousal consolidation loans: \_\_\_\_\_

\*Loans included in a spousal consolidation will be eligible for repayment only if the applicant's portion of the debt is verified by the lender.

I understand that Teach for Texas Loan Repayment Assistance Program awards (1) are disbursed to lenders after all applications have been reviewed and ranked, (2) are contingent upon availability of funds, and (3) will be reported to the Internal Revenue Service by the Texas Higher Education Coordinating Board.

I certify that I am/was teaching as a full-time, certified classroom teacher for the 2013-2014 academic year at a Texas public preschool, elementary school, or secondary school in a subject or at a campus identified by the Texas Education Agency (TEA) as having a shortage of teachers. I also certify that the information contained in all parts of this application is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Warning:** A person submitting misleading or fraudulent information to the Texas Higher Education Coordinating Board in an attempt to obtain financial aid is subject to criminal prosecution.



## Texas Higher Education Coordinating Board

### Teach for Texas Loan Repayment Assistance Program Application

#### Part 2 – Teaching Service Verification

**Section A: The applicant must complete this section.**

Printed Name of Applicant \_\_\_\_\_

School District Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Campus Name \_\_\_\_\_

Date of SBEC Certification: \_\_\_\_\_

Name Certification is under (if different than the current name) \_\_\_\_\_

I certify 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 by the Texas Education Agency (TEA).

I authorize my employer to release information regarding my employment to the Texas Higher Education Coordinating Board.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Section B: The Chief Administrative Officer, such as a principal, assistant principal, or superintendent, must complete this section.**

**Please verify full-time, certified classroom teaching service provided by the applicant named in Section A above.**

**Do not include:**

\*Service as an administrative staff member, school librarian, guidance counselor, speech pathologist, teacher's assistant or aide

\*Teaching service provided as a student, during a teaching internship, or prior to the applicant's SBEC certification

\*Volunteer activities

\*Teaching under an emergency permit, probationary certificate, nonrenewable permit, or any type of temporary teacher certificate

9-Digit Campus ID#: \_\_\_\_\_

**2013-2014**

Academic year being verified

Teaching Subject or Assignment: \_\_\_\_\_

Grade Level: \_\_\_\_\_

First date of classroom teaching for academic year above \_\_\_\_\_

Last date of classroom teaching for academic year above \_\_\_\_\_

I certify that the information on this form is true and correct. The applicant named in Section A above is employed as a full-time, certified classroom teacher at a Texas public preschool, elementary, or secondary school in a shortage subject or at a campus identified by Texas Education Agency (TEA) as having a shortage of teachers and has taught full time for the entire academic year shown above.

Chief Administrative Official's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Fax Number \_\_\_\_\_

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## Texas Higher Education Coordinating Board

### Teach for Texas Loan Repayment Assistance Program Application Part 3 – Loan Verification

**Authorization to Release Loan Information - *The applicant must complete this section.***

**I authorize my lender or servicer to release information regarding my student loan(s) to the Texas Higher Education Coordinating Board (THECB). Please accept this as my written request to provide my student loan information to the THECB.**

Last 4 Digits of Social Security No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Any Prior Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

\_\_\_\_\_

Other Phone No.: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

City State Zip Code

Signature of Applicant

Date Signed

#### 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.