



**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**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**

1. Be currently teaching full-time at the preschool, primary, or secondary level in a Texas public school
2. 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
3. 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. Faxed applications are *not* accepted.\*

**Loan Repayment Assistance**

- Loan repayment assistance received through this program is considered *taxable income* by the Internal Revenue Service and will be reported as such by THECB.
- The maximum repayment amount for one academic year of teaching service is \$5,000, and the aggregate maximum per applicant is \$20,000.
- A teacher may not receive loan repayment assistance from this program for more than five years.
- Annual loan repayment assistance funds are disbursed after verification of eligible teaching for a complete academic year and made co-payable to the participant and the holder of the loan.
- *Due to limited funding, not all eligible applicants receive loan repayment assistance.* The following criteria are used to rank eligible applicants: (a) Renewal applicants shall be given priority over first-time applicants unless a break in service periods has occurred, (b) Financial need as evidenced by the total amount of student loan indebtedness, and (c) Severity of shortage of teachers in the community or teaching field.

**Eligible Loans**

- Must be evidenced by a promissory note which explicitly required the loan proceeds to be used to pay the costs incurred by attending a public or private institution of higher education
- Must have an outstanding balance that is not currently being repaid through another loan repayment program
- Must not be in default status

**Shortage Areas**

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.

Designated Shortage Fields:

Mathematics, Science, Special Education, Languages other than English, Bilingual/English as a Second Language, and Technology Applications (Technology {Computer} Applications, Computer Science I, Computer Science II, Desktop Publishing, Digital Graphics, Multimedia, Video Technology, Web Mastering and Independent Study in Technology Applications).

**Application Instructions**

1. Complete Sections A, B, and D.
2. Have your Chief Administrative Officer, (principal, assistant principal, or superintendent) complete Section C.
3. Mail your completed application to the Texas Higher Education Coordinating Board at the address below to *be received before the June 15<sup>th</sup> deadline.*\*

*\*Faxed, late, and incomplete applications will not be considered or processed.*

**Texas Higher Education Coordinating Board**  
**PO Box 12788**  
**Austin, Texas 78711-2788**  
**1-800-242-3062 (Outside Austin) 512-427-6340 (In Austin)**



**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
**Teach for Texas Loan Repayment Assistance Program Application**  
**Part 1 - Applicant Information**

**Section A: Applicant Information and Understandings – The applicant must complete this section.**

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Home Address: \_\_\_\_\_ Home Phone #: (\_\_\_\_) \_\_\_\_ – \_\_\_\_

\_\_\_\_ Other Phone #: (\_\_\_\_) \_\_\_\_ – \_\_\_\_

\_\_\_\_ E-mail: \_\_\_\_\_

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.

	Lender or Servicer	Loan Type or Program	Estimated Balance
Priority 1	_____	_____	_____
Priority 2	_____	_____	_____
Priority 3	_____	_____	_____
Priority 4	_____	_____	_____
Priority 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 loan(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 loan(s) 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: \_\_\_\_\_

I understand that Teach for Texas Loan Repayment Assistance Program disbursements are (1) made annually after completion and verification of eligible teaching service for the academic year, (2) contingent upon the availability of funds, and (3) *considered taxable income by the Internal Revenue Service and will be reported as such by the Texas Higher Education Coordinating Board.*

I certify that I am/was teaching as a full-time, certified classroom teacher for the 2009-2010 academic year at a Texas public preschool, elementary school, or secondary school in a subject field 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 B: The applicant must complete this section.

Printed Name of Applicant

School District Name

Social Security Number

Campus Name

Name Certification is under (if different than current name)

Official Date of SBEC Certification: / /

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 C: 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 B 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

Full 9-Digit Campus ID#:

County | District | Campus

2009-2010 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 B 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 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 Officer's Signature

Date Signed

Printed Name and Title

Phone Number

Email Address

Fax Number

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**TEXAS HIGHER EDUCATION COORDINATING BOARD**  
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**Part 3 – Loan Verification**

**Section D: 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.

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Home Address: \_\_\_\_\_ Home Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_ Other Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

City State Zip Code

Signature of Applicant Date Signed

**Section E: Loan Verification – *Do not send this form to your lender for completion of Section E. THECB will submit when needed.***

**Lender or Servicer:** Please complete the following information for all loan(s) held for the individual referenced above in Section D and return this form to the Texas Higher Education Coordinating Board at the fax number or address provided at the bottom of the page.

Type(s) of Loan(s)	Total Balance Due	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Were all of the loan funds issued to the borrower named above in Section D for the purpose of attending a public or private institution of higher education?  Yes  No If no, which loans were not? \_\_\_\_\_

Are any of the loans in currently in default?  Yes  No If yes, indicate which loan(s): \_\_\_\_\_

Are any of the loans a spousal consolidation?  Yes  No If yes, indicate which loan(s) and also the percentage of the total balance(s) belonging to the individual referenced in Section D: \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax number \_\_\_\_\_

City State Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_ Title of Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_ Date Signed \_\_\_\_\_

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**PO Box 12788**  
**Austin, Texas 78711-2788**  
**FAX (512) 427-6570**  
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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.