



## CENTRAL WASHINGTON UNIVERSITY

### TEACH Grant/Loan Instructions

Dear Student,

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, and agree to teach full time for at least four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements.

Before receiving a TEACH Grant, you must complete:

- TEACH Grant Initial and Subsequent Counseling and
- An Agreement to Serve (ATS).

You must complete TEACH Grant Initial and Subsequent Counseling **and** a new ATS **each year** that you receive a TEACH Grant.

Read the following instructions regarding the TEACH Grant/Loan. Steps must be done in this order, please plan accordingly for processing time:

1. Complete and answer all questions in section 1, 2, 3 and 4. Failure to complete the form will result in the document being returned.
2. The Teach Grant/Loan will be offered to a student. You must accept the award in order for CWU to complete the next step
3. CWU will report the loan to the federal government. It can take 7-10 business days from the date the award was accepted for CWU to report the award
4. A checklist item will appear on your account, indicating that you are ok to complete the Agreement To Serve and Counseling.
5. You will complete the ATS **and** Counseling at: <https://studentloans.gov/myDirectLoan/launchTeach.action>
6. TEACH Grant/Loan will be prorated based on enrollment and disbursed to student accounts after the add/drop period
7. You **must** complete exit counseling after graduating/after you stop attending CWU. If you do not, the grant will convert to a Federal Direct Unsubsidized loan with retroactive interest.

**It is student responsibility to pay CWU charges by the due date.**

Sincerely,

Adrian Naranjo  
Financial Aid Director



# CENTRAL WASHINGTON UNIVERSITY

## TEACH Grant/Loan Revision Request

Student Name

Student ID#

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Anticipated/Estimated Graduation Quarter & Year: \_\_\_\_\_

- At CWU, we call the TEACH Grant, the TEACH Grant/Loan as a visual reminder to recipients of the requirements that they have agreed to fulfill and the results for failure to do so.
- The Agreement to Serve (ATS) is a legally binding document between you and the U.S. Department of Education.
- You must submit a TEACH Grant/Loan Request form for each year that you would like to be considered for the TEACH Grant/Loan.

### Section 1: Eligibility [You must meet A, B, C and D.]

- A)  I am an undergraduate student (must have declared a Major) or graduate student.
- B) I meet at least **one** of the following requirements (select one):
- I am a current/former teacher or retiree. I give permission to CWU to verify my status with the school district listed here: \_\_\_\_\_
- I scored **above** the 75th percentile on at least one battery of the SAT, ACT, or GRE.
- I have a cumulative GPA of 3.25 or higher from high school or CWU and I will maintain a cumulative 3.25 or higher GPA to remain eligible.
- C)  I am enrolled in a TEACH Grant/Loan eligible program and I understand that I must remain enrolled in a TEACH Grant/ Loan eligible program to remain eligible.
- D)  From the list of eligible programs located at [www.cwu.edu/financial-aid/federal-grants](http://www.cwu.edu/financial-aid/federal-grants), my eligible program (major) is \_\_\_\_\_.

### Section 2: Award (Initial or check each statement indicating that you have read and understand the statements.)

- The TEACH Grant/Loan requires that I complete the TEACH Grant/Loan Entrance Counseling and sign the Agreement to Serve for each annual TEACH Grant/Loan award. Both are available at <https://studentloans.gov/myDirectLoan/launchTeach.action>.
- If I have already been awarded financial aid up to my Cost of Attendance, adding the TEACH Grant/Loan will result in the reduction and/or cancellation of my Parent's Federal PLUS loan, my Federal Unsubsidized loan, and/or my Alternative loan.
- If I want any other type of financial aid reduced and/or canceled to accommodate the TEACH Grant/Loan, I must submit written authorization to the Office of Financial Aid.
- The TEACH Grant/Loan amount is pro-rated based on my enrollment level at the time of disbursement.
- I understand that I may cancel the TEACH Grant/Loan within 14 days of disbursement by submitting written authorization to the Office of Financial Aid.

**Section 3: Understanding and Transparency** (Initial each statement indicating that you have read and understand the statements.)

- I understand that I must submit a TEACH Grant/Loan Request **each year** that I want to be considered for the TEACH Grant/Loan award.
  
- For the purposes of TEACH Grant/Loan, 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 specialist.
  
- I understand that I am expected to **teach full-time** in a **High-Need Field** at a Low-Income School as a Highly Qualified Teacher for four years within the first eight years following **cessation from a TEACH Grant/Loan eligible program at CWU.** (Exception: If I transfer to another TEACH Grant/Loan eligible program at another school.)
  
- I understand that if I do not to meet **ALL** conditions in the Agreement to Serve, the TEACH Grant/Loan will **permanently** convert to a Federal Direct Unsubsidized Loan **that I must repay, with interest accruing from the date of each TEACH Grant/Loan disbursement.**
  
- I understand that I must complete TEACH Grant/Loan Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov) , if I graduate from CWU, stop attending CWU or switch to a non-eligible program (major).
  
- If I change my program declaration to a non-eligible TEACH Grant/Loan program, I understand that:
  - I am not eligible to receive TEACH Grant/Loan for my new declared program because it is not a TEACH Grant Loan eligible program.
  - I must complete TEACH Grant/Loan Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov).
  - I must contact the TEACH Grant/Loan Servicer within 120 days of ceasing to be enrolled in the TEACH Grant Loan eligible program. If I do not, my TEACH Grant/Loan will be converted to a Federal Direct Unsubsidized Loan that I must repay with interest accruing from the date of each TEACH Grant/Loan disbursement.
  - Starting immediately, I am obligated to fulfill the terms of the Agreement to Serve. If I do not, my TEACH Grant/Loan will be converted to a Federal Direct Unsubsidized Loan that I must repay with interest accruing from the date of each TEACH Grant/Loan disbursement.
  
- I understand that if I cease to be enrolled or I graduate from CWU, I must complete ALL of the following in order to keep the TEACH Grant/Loan from converting to a Federal Direct Unsubsidized Loan with retroactive interest that I must repay:
  - **Complete online TEACH Grant/Loan Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov).**
  - Contact the TEACH Grant/Loan Servicer within 120 days of ceasing to be enrolled at CWU.
  - Successfully complete the TEACH Grant Certification form with my employer annually and submit it to the TEACH Grant/Loan Servicer in accordance with the terms of the Agreement to Serve

**Section 4: Student Certification**

By signing this **request**, I am certifying that I understand the conditions of the TEACH Grant/Loan and affirm my intention to become a Teacher in a qualified high-need field. I am requesting CWU’s Office of Financial Aid determine my eligibility for the TEACH Grant/Loan and, if eligible, to add the TEACH Grant/Loan to my financial aid award.

*If applicable from Section 1, B: I authorize CWU to verify my current/former or retired teacher status with the school district listed above.*

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Student Signature

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Date