

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P. O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

GUIDELINES FOR ADMINISTERING THE
VIRGINIA TEACHING SCHOLARSHIP LOAN PROGRAM
2011-2012

AMOUNT OF SCHOLARSHIP LOANS

The amount available to a full-time student is \$3,720 per academic year. The amount awarded to part-time students will be prorated on this basis.

APPLICATION PROCEDURES

Nominees must complete and submit an application for a Virginia Teaching Scholarship Loan directly to the participating Virginia college or university with a state-approved teacher education program. Applications for teaching scholarship loans **must be submitted to the dean/chair, or director of the teacher education program** in accordance with the procedures established by the student's home institution.

Priority will be given to students meeting one or more of the following criteria:

- A. Students enrolled in an identified critical shortage teaching area for the 2011-2012 academic year;
- B. Minority students enrolled in any teaching area. Minority is defined as Black (includes Jamaican, Bahamians and other Caribbeans of African descent), Hispanic (includes person of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture), Asian and Asian American (includes Pakistanis, Indians, and Pacific Islanders), and American Indians (includes Alaskans); and
- C. Male students enrolled in any approved elementary or middle school teacher education program.

ELIGIBILITY

A nominated student must:

- (i) be enrolled full-time or part-time in an approved teacher education program or are participants in another approved teacher education program;
- (ii) maintain a cumulative grade point average of at least 2.7 on a 4.0 scale or its equivalent; and
- (iii) be nominated for such scholarship by the institution where they are enrolled.

DATE _____ APPLICANT'S SIGNATURE: _____

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In addition, the candidates must meet one or more of the following criteria:

- a. be enrolled in a program leading to an endorsement in a critical shortage area as established by the Board of Education;
- b. be a male teacher candidate in an elementary or middle school teacher education program;
- c. be a minority teacher candidate enrolled in any teacher endorsement area; or
- d. be a student in an approved teacher education program leading to an endorsement in career and technical education.

PAYMENT TO STUDENTS

When a scholarship loan is approved by a college or university and awarded by the Virginia Department of Education, the recipient must sign a promissory note for the proper amount awarded and have the note **endorsed** by a responsible adult who is a **resident of Virginia**. **The promissory note must then be notarized with a seal by a Notary Public who is legally empowered to witness and certify the document.** (A sample Promissory Note is enclosed for your review.) When the notarized promissory note is returned, a check, payable to the institution of higher education, is sent to the institution for the full amount of the scholarship loan. This check will be credited to the student's account by the college's/university's finance office.

WITHDRAWAL FROM THE TEACHER EDUCATION PROGRAM

In the event the student withdraws from the program, the remaining amount or full refund must be sent directly to:

**Accounting Office
Department of Education
P. O. Box 2120
Richmond, VA 23218-2120.**

The check must be made payable to the Treasurer of Virginia.

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CANCELLATION OF PROMISSORY NOTES

A candidate must agree to sign and execute a promissory note payable to the Commonwealth of Virginia for the amount of the loan received.

1. Upon program completion, the scholarship recipient shall begin teaching in the public schools of the Commonwealth in the first full academic year after becoming eligible for a teaching license, and shall fulfill the teaching obligation in accordance with the promissory note by teaching continuously in Virginia for the same number of years that he was the beneficiary of such scholarship. Such scholarship recipient may fulfill the teaching obligation by accepting a teaching position (i) in one of the critical teacher shortage disciplines as established by the Board of Education; or (ii) in a career and technical education discipline; or (iii) regardless of teaching discipline, in a school with a high concentration of students eligible for free or reduced lunch; or (iv) in any discipline or at any grade level within a school division with a shortage of teachers, as defined in the Board of Education's Regulations Governing the Determination of Critical Teacher Shortage Areas; or (v) in a rural or urban region of the state with a teacher shortage.
2. If the scholarship loan recipient fails to teach in the public schools of Virginia following the first full collegiate session after graduation from college, the note(s) plus any accrued interest, shall become due and payable immediately in one sum or in accordance with a repayment schedule prescribed by the Virginia Department of Education.
3. If a scholarship loan recipient leaves a Virginia college or university prior to graduation and does not enroll the next semester in a teacher preparation program (designed to qualify him/her for a teaching license) at another Virginia college, or discontinues his/her studies in a teacher education program, **all notes become due and payable immediately.**
4. If military service becomes activated, repayment of the uncanceled Note will be deferred to the first full academic year following return from active duty or deployment. A copy of orders to report for such service must be sent to the Office of Teacher Education and Licensure, Virginia Department of Education, at least ten (10) days prior to the beginning of such service and written notification must be sent after return from active duty or deployment.
5. Any note or notes not canceled by teaching in the public school system of Virginia shall be repaid in one sum, or in accordance with a repayment schedule prescribed by the Virginia Department of Education.
6. If it becomes necessary to place this Note in the hands of an agency or attorney for collection, a charge for the attorney or collection agency fees, in addition to the amount due on the Note at the time of collection shall be paid by the maker and/or endorser. Such charge, for court costs and attorneys fees shall be twenty-five percent (25%) of the original amount of this Note. In further consideration of the Commonwealth's forbearance in instituting or continuing suit, the recipient shall waive any statute of limitations which could be pled as a defense to the above collection claim by the Commonwealth and agree that the venue of any lawsuit shall be in the City of Richmond, Virginia. The recipient hereby intends to legally bind himself or herself and heirs, executors, administrators, and assigns.

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7. If it becomes necessary to place the account in the hands of an agency or attorney for collection, the Virginia Board of Education is authorized to suspend the teaching license of the recipient until the note or notes are paid.
8. The maker of this note is responsible for keeping the Office of Teacher Education, Virginia Department of Education, informed of his/her status including any change of address, graduation date, enrollment in another college, military service, and the name of the school or schools in which teaching service is rendered until the total obligation is satisfied. All postponements must be requested in writing.

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PART I: PLEASE TYPE OR PRINT

Student Name: _____
Last First Middle

*Social Security Number: _____ Date of Birth: _____

Gender: Male _____ Female _____

Permanent Address:

Street Address

City State Zip Code

Summer Address:

Street Address

City State Zip Code

Telephone (_____) _____

E-mail _____

Name of College/University Currently Enrolled:

College Level: Sophomore _____ Junior _____ Senior _____ Graduate Student _____

Current status: Full-time student _____ Part-time student _____ Number of hours enrolled _____

Anticipated graduation date: _____

**Please refer to page 7 of the application and page 3 of the Virginia Teaching Scholarship/Loan Program Promissory Note for an explanation on the use of social security numbers.*

DATE _____ APPLICANT'S SIGNATURE: _____

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Have you ever been convicted of a felony in the U.S. (or territories) or found guilty of a criminal offense in another country? _____ Yes _____ No

(If yes, attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)

Have you ever been found guilty of a misdemeanor involving children or drugs? _____ Yes _____ No

(If yes, attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)

Have you ever had a teaching certificate or license denied, revoked, cancelled, or suspended? _____ Yes _____ No

(If yes, please attach a statement giving full details and official documentation of the action taken.)

Have you ever been found guilty of child abuse or neglect? _____ Yes _____ No

(If yes, attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)

Name of Parent or Legal Guardian (if applicable): _____

Address of Parent or Legal Guardian:

Street Address

City State Zip Code

The following information is voluntary and used for statistical purposes. Please place a check by the appropriate statement:

Black _____ Hispanic _____ Asian and Asian American _____ American Indian _____ White _____

Check appropriate endorsement area or category/categories:

- _____ 1. Special Education
- _____ 2. Elementary Education preK-6
- _____ 3. Middle Education Grades 6-8
- _____ 4. Career and Technical Education
- _____ 5. Mathematics Grades 6-12 (including Algebra I)
- _____ 6. Science Grades 6-12
- _____ 7. Foreign Languages preK-12
- _____ 8. School Counselor preK-12
- _____ 9. Health and Physical Education preK-12
- _____ 10. English Grades 6-12
- _____ 11. Minority Student
Specify specific teaching area: _____
- _____ 12. Male Enrolled in Elementary or Middle School Education Program
Specify specific teaching area: _____
- _____ 13. Virginia Community College

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PART II – PLEASE READ CAREFULLY

Public Law 93-579, referred to as the Federal Privacy Act, as amended, became effective September 27, 1975. Section 7(b) of this law requires that any federal, state, or local agency that requests an individual to disclose his/her social security number inform the individual whether the disclosure is mandatory or voluntary, the statutory or other authority for requesting the number, and what uses will be made of it. The Department's request for each applicant of student aid programs to submit a social security number is mandatory. See *Code of Virginia* 2.2-4807 and 58.1-520-535.

The Virginia Department of Education uses a student's social security number for the following purposes:

1. To serve as a unique number identifying the applicant and recipient in processing forms used in the application and collating of data;
2. To report awards to educational institutions on enrollment rosters;
3. To report the number of awards to the comptroller who issues the checks;
4. To claim the tax refund and other applicable state refunds and payments on any maker or co-maker of a default student loan; and
5. For debtor information and skip-tracing.

I attest to the fact that all the information furnished in this application is true and accurate. I understand that any funds awarded to me by this program are considered a student resource and may affect any other need-based student financial aid.

I authorize the college or university I attend to act as my agent to receive and hold for me any Virginia Teaching Scholarship Loan Program funds until such time as I employ the funds for authorized educational expenses. In addition, I agree to furnish the Virginia Department of Education with supporting documentation related to my application, if requested to do so.

PART III - PLEASE READ CAREFULLY

This section indicates that the applicant understands that a Virginia teaching license may be denied for reasons listed below pursuant to 8VAC20-22-720 of the *Licensure Regulations for School Personnel* and would be required to repay all awards plus interest upon graduation.

By authority under the *Licensure Regulations for School Personnel* (8VAC20-22-720), a teaching license may be denied for

1. Attempting to obtain such license by fraudulent means or through misrepresentation of material facts;
2. Falsification of records or documents;
3. Conviction of any felony;
4. Conviction of any misdemeanor involving moral turpitude;
5. Conduct with a direct and detrimental effect on the health, welfare, discipline, or morale of students;
6. Revocation, suspension, or invalidation of the license by another state or territory; or
7. Other good and just cause of a similar nature.

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I understand that I may be denied a Virginia teaching license at the conclusion of the teacher preparation program for reasons listed above pursuant to 8VAC20-22-720 of the *Licensure Regulations for School Personnel* and that I would then be required to repay all awards plus interest upon graduation.

DATE _____ APPLICANT'S SIGNATURE: _____

PART IV - PLEASE READ CAREFULLY

I understand that I must teach in the identified area of shortage in order to be considered as an applicant for the Virginia Teaching Scholarship Loan Program. Upon graduation, if I do not teach in a designated shortage area identified in Virginia, I understand that I must repay the Virginia Teaching Scholarship Loan awarded plus interest immediately.

PLEASE READ CAREFULLY

By my signature, I certify that all information on this form is accurate and complete. I further certify that I have read and agree to all statements in parts II, III, and IV of this application. I understand that misrepresentation of this information may result in the denial/revocation of a Virginia teaching license and the immediate repayment of the teaching scholarship loan. I further certify that I am a domiciliary Virginia resident and am enrolled in a Virginia approved teacher preparation program the current academic year at or beyond the sophomore year in college and meet the other eligibility conditions set forth in the attached "Guidelines for Administering the Virginia Teaching Scholarship Loan Program." I have read and agree to the attached requirements of "Cancellation of Promissory Notes of Scholarship Loan Recipients." I will notify the Virginia Department of Education immediately if I have any change in my status, including any change of residence or mailing address, graduation date, withdrawal from the institution, enrollment at another institution, enlistment in the military service, and the names(s) of the schools(s) in which teaching service is rendered until the total obligation under this note is satisfied.

DATE _____ APPLICANT'S SIGNATURE: _____