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# Virginia Teaching Scholarship Loan Program Application 2003-2004

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The Office of Teacher Education Services is accepting applications for the Virginia Teaching Scholarship Loan Program. Candidates for the scholarship loan must meet the following criteria:

- **Candidates must be domiciliary residents of Virginia and be at or beyond the sophomore year in college with a grade point average of 2.7;**
- Candidates must be enrolled part-time or full-time in a Virginia teacher preparation program in a designated shortage area\*;
- Candidates must be recommended by the Virginia college or university where they are enrolled; and
- Candidates must have submitted a completed application packet.

If you are interested, you may pick up an application packet from the Office of Teacher Education Services and Advising, Room 152, Education Building.

Completed applications must be returned by  
May 19, 2003.

*\*Teacher shortages areas : all areas of special education (speech/language pathology, hearing, disabilities, visual disabilities, severe emotional disturbances, severe disabilities, early childhood special education, learning disabilities, and mental retardation), chemistry, physics, earth and space science, foreign languages, technology education, and mathematics, library media, English as a second language, reading (reading specialist), agricultural education, and work and family studies. Men at the elementary and middle school levels and minorities in all teaching areas.*

# VIRGINIA TEACHING SCHOLARSHIP LOAN PROGRAM (VTSLP)

## Application Procedures

Each college/university identifies students eligible for the VTSLP.

Each dean or chair of education submits a list of students nominated for the VTSLP.

Student applications must be attached to the nomination form. STUDENTS, DO NOT MAIL YOUR APPLICATION TO THE VIRGINIA DEPT. OF EDUCATION.

## Eligibility Information

Sophomore, junior, senior, and graduate students who are eligible:

May be enrolled on full- or part-time basis;

Must be enrolled in an approved teacher preparation program in a critical shortage area;

Must be a resident of Virginia; and

Must have a grade point average of 2.7.

## Award Amount

Full-time students receive \$3,720.00 for the academic year 2003-2004.

Part-time students receive a prorated amount based on the number of credit hours for which the student has enrolled.

## Notification Procedures

Recipients will be notified in writing by July 1, 2003.

Recipients must complete a promissory note form promising to teach in Virginia in the critical shortage area or to repay the loan.

The promissory note must be co-signed by a resident of Virginia.

Both the recipient signature and the co-signor signature must be notarized.

A list of recipients is also sent to each school or department of education and the student financial aid office.

## Distribution Procedures

One check for the full amount of the scholarship loan is sent to the college/university student financial aid office.

The check is made payable to the student and the college/university.

The institution informs the student as to how the money will be credited to his/her account.

### *Full-time students:*

- ◆ The entire award may be used in one semester as long as the student meets all of the scholarship criteria in that semester.
- ◆ If the award is divided between fall and spring, the student must be enrolled full-time in both semesters. If the student's status changes to part-time, the appropriate amount of the award must be refunded to the Virginia Department of Education.

### *Part-time students:*

- ◆ The amount of the award is based upon the number of credit hours in which the student enrolls for Fall 2003.
- ◆ If student enrollment changes, the amount of the award is adjusted and a refund to the Virginia Department of Education may be necessary.
- ◆ Students may also apply for the VTSLP for Spring 2004 if there are funds available. Spring awards will not be issued prior to November 1, 2003.

## Repayment Procedures

The VTSLP is forgiven at the rate of \$1,000 per semester by full-time teaching. Teaching must be under contract and in the public schools in Virginia.

If the recipient does not teach in Virginia, the full amount of the award must be repaid to the Virginia Department of Education.

**VIRGINIA TEACHING SCHOLARSHIP LOAN APPLICATION (2003-2004) ACADEMIC YEAR)**

PART I: Please type or print

1. Student's Name \_\_\_\_\_  
Last First Middle

2. Social Security Number \_\_\_\_\_ - - 3. Date of Birth: \_\_\_\_\_ 4. Male \_\_\_\_\_ Female \_\_\_\_\_

5. Student's Permanent Address: \_\_\_\_\_  
Street Address

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

Student's Summer Address: \_\_\_\_\_  
Street Address

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

6. Telephone Number ( ) \_\_\_\_\_ 7. Have you been convicted of a misdemeanor or felony? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Name of college/university currently enrolled: \_\_\_\_\_

9. Are you a full-time student? \_\_\_\_\_ Part-time student? \_\_\_\_\_ No. of hours \_\_\_\_\_ 10. Anticipated Graduation Date \_\_\_\_\_

11. Collegiate Class Status: Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate Student \_\_\_\_\_

12. Name and Address of Parent or Legal Guardian (if applicable):

\_\_\_\_\_  
Name of Parent or Legal Guardian (if applicable)

\_\_\_\_\_  
Address of Parent or Legal Guardian

13. 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 \_\_\_\_\_

14. Check appropriate major or category in which applying for a scholarship loan:

\_\_\_ Special Education (preK-12): Specify specific special education area: \_\_\_\_\_

\_\_\_ Chemistry

\_\_\_ Earth Science

\_\_\_ Mathematics

\_\_\_ Foreign Language (Spanish: preK-12)

\_\_\_ English

\_\_\_ Technology Education

\_\_\_ Reading Specialist

\_\_\_ Middle Grades (6-8)

\_\_\_ Library Media (preK-12)

\_\_\_ Music Education (preK-12)

\_\_\_ Minority Student:

\_\_\_ Male Enrolled in Elementary Program

Specify specific teaching area: \_\_\_\_\_

PART II - PLEASE READ CAREFULLY

Public Law 93-579, referred to as the Federal Privacy Act, 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 requests of each applicant for student aid programs to submit a social security number is mandatory.

The Department 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; and
4. To claim the tax refund and other applicable state refunds and payments on any maker or co-maker of a default student loan.

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 while in a teacher preparation program should he/she be convicted of a misdemeanor or a felony, he/she may be denied a Virginia teaching license and be required to pay all awards plus interest upon graduation.

By authority under the Code of Virginia, Section 22.1-6, a teaching license may be denied for "conviction of any felony or misdemeanor based on moral turpitude."

**I UNDERSTAND THAT I MAY NOT BE ELIGIBLE FOR A VIRGINIA TEACHING LICENSE AT THE CONCLUSION OF THE TEACHER PREPARATION PROGRAM IF CONVICTED OF A MISDEMEANOR OR A FELONY AND THAT I WOULD THEN BE REQUIRED TO REPAY ALL AWARDS PLUS INTEREST UPON GRADUATION.**

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. Upon graduation, if I do not teach in a designated shortage 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 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 \_\_\_\_\_

## GUIDELINES FOR ADMINISTERING THE VIRGINIA TEACHING SCHOLARSHIP LOAN PROGRAM

### 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

Application for a Virginia Teaching Scholarship Loan must be submitted directly to the participating Virginia college or university with a state-approved teacher preparation program in one of the identified areas.

**Identified areas for the 2003-2004 academic year:** Students enrolled in approved teacher preparation programs for special education preK-12, mathematics, reading specialist, Spanish, earth science, chemistry, middle grades 6-8, library media, music education, technology education or English. Minority students may be enrolled in any teaching area, and male students may be enrolled in any approved elementary school teacher preparation program. [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).

Applications for teaching scholarship loans should be submitted to the dean/chairs of the teacher education office in accordance to the procedures established by the student's home institution.

### ELIGIBILITY

#### **A candidate must:**

- possess scholastic ability and personal characteristics desirable for effective teaching in the identified areas;
- have a grade point average of at least 2.7;
- be a full-time or part-time student at or beyond the sophomore year enrolled in a Virginia teacher preparation program in a designated critical shortage area;
- be enrolled in an approved program curriculum which includes student teaching and leads to a teaching license;
- be a domiciliary resident of the Commonwealth of Virginia pursuant to Section 23.7-4 of the Code of Virginia. This status is determined by the Financial Aid Office.

## PAYMENT TO STUDENTS

When a scholarship loan is approved by a college or university and awarded by the 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.** When the note is returned, a check is made co-payable to the student and the institution for the full amount of the scholarship loan.

This check, after being endorsed by the student and made payable to the college, may be credited to the student's account by the college's/university's finance office.

A notification of enrollment form is required for both fall and spring semesters.

## 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 and Finance Office, Department of Education, P. O. Box 2120, Richmond, VA 23218-2120. The check must be made payable to the Virginia Department of Education.**

CANCELLATION OF PROMISSORY NOTES  
OF SCHOLARSHIP LOAN RECIPIENTS

1. A candidate must agree to sign and execute a promissory note payable to the Commonwealth of Virginia for the amount of the loan received.
2. A scholarship loan recipient who has graduated from college and received a teaching license may cancel a note or notes in the principal amount of \$3,720 plus any accrued interest, by teaching full-time two years at the PreK-12 level in a designated shortage area in the public schools of Virginia.
3. 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.
4. 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.**
5. If a scholarship loan recipient leaves a Virginia college or university prior to graduation but enrolls in a teacher preparation program at another institution of higher education, designed to qualify him/her for a teaching license, repayment of the note or notes shall be postponed until graduation from college. In this instance, \$2,000 can be canceled by one full year of contractual teaching experience in a Virginia public school in a designated area immediately following graduation.
6. If a scholarship loan recipient enters military service after graduation and has qualified a teaching license, repayment of the uncanceled notes will be postponed until he/she has completed his/her original tour of duty for a period not to exceed three years. A copy of orders to report for such service must be sent to the Accounting and Finance Office, Virginia Department of Education, at least ten (10) days prior to the beginning of such service.
7. If a scholarship loan recipient has completed requirements for a teaching license and accompanies his/her spouse on the original tour of duty in military service, the repayment of uncanceled loans shall be postponed for a period not exceeding three years. A copy of the military orders must be submitted along with the request for postponement. Such postponement, however, is not applicable if the recipient maintains residence in Virginia during the military service of the spouse.

8. A one-year postponement for canceling promissory notes will be allowed for maternity reasons (before or after graduation from college). Written postponement requests must include medical certification.
9. A one-year postponement for canceling promissory notes will be considered for study for a graduate degree after the recipient of the loan has qualified for a teaching license. Written postponement requests must include documentation and be sent to the Assistant Superintendent for Teacher Education and Licensure, Virginia Department of Education.
10. 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.
11. If it becomes necessary to place a 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.
12. If it becomes necessary to place the account in the hands of an agency or attorney for collection, the State Board of Education is authorized to suspend the teaching license of the recipient until the note or notes are paid.
13. The maker of a note is responsible for keeping the Accounting and Finance Office, 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.