

**Dallas County Community College District
2009-10
TEACH Grant Request Form**

Last Name	First Name	MI	ID Number
Address	City	State	Zip
E-mail Address			

General Eligibility Information

What is your Primary Program of Study? AAT AAS Child Development AAS Educational Personnel
 Emphasis in Teaching Degree _____

NOTE: Not all programs of study are eligible for TEACH grant awards at DCCCD colleges.

How many hours have you already completed toward your degree? _____ (must have completed 30 hours)

Have you completed at least three credit hours of **education** courses? YES NO List: _____

What subject area do you plan to teach after you are certified? _____

NOTE: You must plan to teach in a designated shortage area to be eligible for a TEACH Grant award. The current shortage areas in Texas are: Bilingual Ed., ESOL, Foreign Languages, Mathematics, Reading Specialist, Science, Special Education.

Have you passed THEA with minimum scores of 230 Reading, 230 Math, and 220 Writing? YES NO

Have you completed the Free Application for Federal Student Aid (FAFSA) and sent the results to your DCCCD College?
 YES NO (TEACH grant does not require need, but in combination with other aid cannot exceed costs)

I plan to enroll at a DCCCD College for _____ hours/Fall 2009, _____ hours/Spring 2010, and/or _____ hours/Summer 2010

**NOTE: Maximum Full Time Award is \$4000/yr, \$2000/semester.
Award for part time enrollment will be reduced according to enrollment level.**

I have checked this student's academic records. This student meets the minimum academic eligibility criteria to apply for a TEACH Grant at the Financial Aid Office. I have counseled the student on the service requirements associated with the TEACH Grant program and the penalty for failing to complete the service agreement.

Teacher Education Academic Advisor Signature Date

By signing below, I certify I have read and understand the loan conversion provisions of the TEACH Grant Program listed below. I hereby request my college financial aid office to determine my eligibility for a TEACH Grant Award, and if eligible, I want to receive the award.

1. *The TEACH Grant is "conditional" grant program. This means that if I do not complete my teacher education program and complete the required service agreement my grant will convert to a Federal Direct Loan that will have to be repaid with interest.*
2. *The minimum service required for a TEACH Grant award is four years of full time in a designated teacher-shortage area in a designated low-income school. The four years of service must be completed within eight years from the end of my teacher education program.*
3. *If my TEACH grant converts to a loan for failure to complete the service agreement, I will be required to pay interest on the amount of the TEACH Grant retroactive to the date that I received the grant award.*
4. *It is my sole responsibility to annually report my progress toward completion of my teacher education program and my progress toward the completion of the teaching service agreement.*

Signature _____

Date _____

*****WARNING: THIS GRANT CAN BECOME A LOAN WITH INTEREST*****

HOW TO APPLY FOR THE TEACH GRANT

Student:

First Steps

1. Complete the Free Application for Federal Student Aid (FAFSA) for 2009-10. (NOTE: You must enter a DCCCD college code in the school choice section: BHC-014471, CVC-014035, EFC-008510, ELC-004453, MVC-008503, NLC-014036, or RLC-008504)
2. Complete the TEACH Grant Request Form on the opposite side of these instructions.
3. Take the form to your Teacher Education Advisor for his or her review and signature
4. After your TE Advisor verifies your academic eligibility and signs the form, take the completed TEACH Grant Request form to your college financial aid office.

IMPORTANT: The Financial Aid Office cannot offer you a TEACH Grant award until you have completed the regular financial aid application process.

Additional Application Steps

In addition to this Request form (and your FAFSA), you must complete the following **AFTER** you have received your award notification for the TEACH Grant.

*****If you complete the on-line information below before being awarded, your DCCCD college will***
*** not receive your information*****

5. Complete the TEACH Grant On-line Initial Counseling at <https://teach-ats.ed.gov/ats/studentHome.action>
6. Complete the TEACH Grant Agreement to Serve (ATS) on-line at <https://teach-ats.ed.gov/ats/studentHome.action>

Teacher Education Academic Advisor

1. Check the student's academic information in Colleague to verify that:
 - a. Student is in eligible program of study
 - b. Student has earned at least 30 credit hours toward the degree.
 - c. Student has completed at least three credit hours from the specified list of approved courses.
 - d. Student has declared intent to teach in a designated shortage area.
 - e. Student has passed THEA with scores above 75th percentile.
2. Counsel the student about the loan conditions associated with the TEACH Grant.
3. Counsel the student about the terms of service associated with the TEACH Grant
4. Sign the form certifying that the student meets all of the criteria above.
5. Send the form to the FA Office, or instruct the student to take the form to the FA Office.

Financial Aid Counselor

1. Receive the TEACH Grant Request form, check for completeness and scan into Paperwise.
2. Send record through processing for review and packaging
3. If eligible, manually package TEACH Grant with "A" status
4. Send award notification with TEACH award
5. Send e-mail to Sarah to advise her of the new TEACH Grant Award.
6. Sarah will confirm back that COD record has been created for TEACH Grant.
7. Send instructions to student to go on-line to complete Initial Counseling and Agreement to Serve (ATS).