



*Virginia Teaching Scholarship
Loan Program Application
2014-2015*

*Division of Teacher Education and Licensure
Virginia Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120*

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

**2014-2015 APPLICATION FOR A
VIRGINIA TEACHING SCHOLARSHIP LOAN**

PART I: SCHOLARSHIP LOAN INFORMATION, ELIGIBILITY CRITERIA, APPLICATION PROCEDURES, AND PROMISSORY NOTE

AMOUNT OF SCHOLARSHIP LOANS

The 2014 Virginia General Assembly appropriated \$708,000 in support of the Virginia Teaching Scholarship Loan Program (VTSLP). Subject to available funding, scholarship amounts will be based on \$10,000 per academic year for full-time students and shall be prorated for part-time students based on the number of credit hours.

2014-2015 ELIGIBILITY CRITERIA

Subject to available funding, these scholarship loans shall be for teacher candidates, including graduate students and paraprofessionals from Virginia school divisions at an accredited public or private four-year institution of higher education in the Commonwealth. Undergraduates at or beyond the sophomore year in college, must have been in the top 10 percent of their high school class or identified through an alternative measure of achievement as selected by the institution, such as high school grade point average equivalent to an A average. Candidates 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) have maintained 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. 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 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. **Teacher candidates who previously received funding through the Virginia Teaching Scholarship Loan Program are not eligible.**

“Minority student candidate” 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).

APPLICATION PROCEDURES

Nominees must submit a complete application for a Virginia Teaching Scholarship Loan directly to the regionally accredited public or private four-year Virginia college or university with a state-approved teacher education program. Students must complete all sections of the application and sign each page of the application. Applications for teaching scholarship loans **must be submitted to the dean/chair, director or other authorized designee of the teacher education program** in accordance with the procedures established by the student's home institution. The college or university will submit completed applications to the Virginia Department of Education. **Incomplete applications may not be considered.** Those students selected for the scholarship will be notified by the Virginia Department of Education. The selected students will be required to submit a signed, notarized Promissory Note to the Virginia Department of Education.

DATE _____	APPLICANT'S SIGNATURE: _____
	APPLICANT'S PRINTED NAME: _____

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PROMISSORY NOTE AND METHOD OF PAYMENT

When a scholarship loan has been approved by the Virginia Department of Education, the recipient must sign a Promissory Note for the proper amount to be 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.** Please note that the actual Promissory Note (to be completed by the student) will be forwarded to selected students along with the Virginia Department of Education award notification letter. When the notarized Promissory Note is returned to the Virginia Department of Education, 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 or university finance office.

In the event the student withdraws from the program or the student's status changes from full-time to part-time, the student and the college or university must immediately notify the Office of Teacher Education, Virginia Department of Education in writing. The college or university then must send the remaining amount or full refund directly to:

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

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

DATE _____

APPLICANT'S SIGNATURE: _____

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PLEASE READ EACH PAGE CAREFULLY.

CANCELLATION OF PROMISSORY NOTE

A student 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 recipient of the Virginia Teaching Scholarship Loan 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 full-time under contract continuously in Virginia for the same number of years that the recipient was the beneficiary of such scholarship.
2. Such scholarship recipient may fulfill the teaching obligation by accepting a full-time teaching position under contract (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-price 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.
3. If the scholarship loan recipient fails to teach full-time under contract in the public schools of Virginia in the first full academic year after becoming eligible for a teaching license the Note plus any accrued interest shall immediately become due and payable.
4. If a scholarship loan recipient leaves a regionally accredited public or private four-year Virginia college or university prior to program completion and does not enroll the next semester in an approved teacher education program (designed to qualify him/her for a teaching license) at another regionally accredited public or private four-year Virginia college, or discontinues full-time or part-time studies in an approved teacher education program, **the Note plus any accrued interest shall immediately become due and payable.**
5. If military service becomes activated for a period of 30 days or more, repayment of the uncanceled Note may be deferred to the first full academic year following return from active duty or deployment. To request a deferment for the period of active duty, a copy of orders to report for such service must be sent to the Office of Teacher Education, 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.
6. Any Note or Notes not canceled by teaching full-time under contract 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.

DATE _____

APPLICANT'S SIGNATURE: _____

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7. If it becomes necessary to place this Note in the hands of the Virginia Division of Debt Collection or an agency or attorney for collection, I agree to pay a charge for the attorney or collection agency fees, in addition to the amount due on the Note at the time of collection. Such charge, for court costs and attorneys fees shall be thirty percent (30%) of the outstanding principal balance and any penalty at the time of referral. Interest shall continue to accrue until all outstanding amounts are paid. In further consideration of the Commonwealth's forbearance in instituting or continuing suit, the recipient shall waive any statute of limitations or other defenses which could be plead 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.
8. The recipient of this Note is hereby placed on notice that if the teaching obligation is not satisfied as specified in the Promissory Note, the following will be due: The loan principal, plus simple interest on the unpaid balance at the prime rate per annum from the date the Virginia Teaching Scholarship Loan Program application was due to the Virginia Department of Education, with the first payment due on the first day of the September following program completion (# 3 of the Promissory Note), or the first day of the semester following withdrawal from an approved teacher education program (#4 of the Promissory Note), or the first day of the September following the recipient's return from active duty or deployment (#5 of the Promissory Note). Should the recipient fail to make any payment by the payment due date, additional interest will accrue. Should the recipient fail to make any payment by the tenth of the month following the payment due date, the Commonwealth or its counsel may immediately accelerate the maturity of the installments thereafter to become due, in which event the unpaid balance of the Promissory Note plus any accrued interest shall become immediately due and payable without demand or notice. Failure to pay in full at the time funds are due and/or when billed will result in the imposition of interest at the current rate per month on the unpaid balance. Returned checks will incur a handling fee of \$35. If the matter is referred for collection agency, then the debtor will be liable for attorney's fees or additional collection fees 30% of the then unpaid balance. Receipt of funds will be deemed to be acceptance of these terms. Collection related charges and fees include the following item: Interest at the underpayment rate established pursuant to Section 6621 (a) (2) of the Internal Revenue Code as prescribed in the *Code of Virginia*, Section 58.1-15 unless an alternative rate has been prescribed by State or federal law or regulation. The Department of Education will contact the Office of Tax Operation, Virginia Department of Taxation, to obtain the rate currently being charged.
9. 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 plus any accrued interest are paid.
10. The recipient of this Note is responsible for notifying the Office of Teacher Education, Virginia Department of Education, in writing, of his/her enrollment status including any change of address, graduation date, enrollment in another college, date of program completion, military service, and the name of the school or schools in which teaching service is rendered until the total obligation is satisfied.

DATE _____

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Part II: NOTICE OF THE USE OF SOCIAL SECURITY NUMBERS

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 Virginia Department of Education'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.

DATE _____	APPLICANT'S SIGNATURE: _____
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Part III: Licensure Regulations for School Personnel

An individual whose Virginia teaching license is revoked, suspended, cancelled, or denied for reasons listed in sections 8VAC20-22-690, 8VAC20-22-710 and 8VAC20-22-720 of the *Licensure Regulations for School Personnel* would be immediately required to repay all awards plus interest.

By authority under the *Licensure Regulations for School Personnel* (8VAC20-22-690), a teaching license may be revoked for the following reasons:

1. Obtaining or attempting to obtain such license by fraudulent means or through misrepresentation of material facts;
2. Falsification of school records, documents, statistics, or reports;
3. Conviction of any felony;
4. Conviction of any misdemeanor involving moral turpitude;
5. Conduct with direct and detrimental effect on the health, welfare, discipline, or morale of students;
6. Misapplication of or failure to account for school funds or other school properties with which the licensee has been entrusted;
7. Acts related to secure mandatory tests as specified in §22.1-292.1 of the *Code of Virginia*;
8. Knowingly and willfully with the intent to compromise the outcome of an athletic competition procures, sells, or administers anabolic steroids or causes such drugs to be procured, sold, or administered to a student who is a member of a school athletic team, or fails to report the use of such drugs by a student to the school principal and division superintendent as required by §22.1-279.3:1 of the *Code of Virginia*. Any person whose administrative or teaching license is suspended or revoked by the board pursuant to this section shall be ineligible for three school years for employment in the public schools of the Commonwealth; or
9. Other just cause in the best interest of the public schools of the Commonwealth of Virginia.

By authority under the *Licensure Regulations for School Personnel* (8VAC20-22-710), a teaching license may be suspended for the following reasons:

1. Physical, mental, or emotional incapacity as shown by a competent medical authority;
2. Incompetence or neglect of duty;
3. Failure or refusal to comply with school laws and regulations, including willful violation of contractual obligations;
4. Acts related to secure mandatory tests as specified in §22.1-292.1 of the *Code of Virginia*;
5. Knowingly and willfully with the intent to compromise the outcome of an athletic competition procures, sells, or administers anabolic steroids or causes such drugs to be procured, sold, or administered to a student who is a member of a school athletic team, or fails to report the use of such drugs by a student to the school principal and division superintendent as required by §22.1-279.3:1 of the *Code of Virginia*. Any person whose administrative or teaching license is suspended or revoked by the board pursuant to this section shall be ineligible for three school years for employment in the public schools of the Commonwealth; or

DATE _____

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6. Other good and just cause of a similar nature in the best interest of the public schools of the Commonwealth of Virginia.

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

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.

By my signature, I certify that I understand that a Virginia teaching license may be revoked, suspended, cancelled, or denied for reasons set forth in sections 8VAC20-22-690, 8VAC20-22-710 and 8VAC20-22-720 of the *Licensure Regulations for School Personnel* and that if I am denied a license or have a license revoked, cancelled, or suspended, I understand that the Note plus any accrued interest shall immediately become due and payable.

DATE _____

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PART IV: APPLICANT'S PERSONAL INFORMATION

Please complete (Type or Print):

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Social Security Number*</u> _____ - _____ - _____	<u>Date of Birth (Month/Day/Year)</u> _____/_____/_____	<u>Gender (Select one)</u> _____ Male _____ Female
<u>Race (for statistical purposes only - check all that apply)</u> _____ 1. Black (Not of Hispanic Origin) _____ 2. Hispanic _____ 3. Asian _____ 4. Asian American _____ 5. American Indians _____ 6. White (Not of Hispanic Origin) _____ 7. Other _____		
<u>Permanent Address (Street Address, P. O. Box)</u>		
<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Summer Address (Street Address, P. O. Box)</u>		
<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Telephone Numbers</u>		
<u>Work</u> (_____) _____	<u>Home</u> (_____) _____	<u>Mobile</u> (_____) _____
<u>E-mail Address</u>		
<u>Name of Parent or Legal Guardian (if applicable)</u>		
<u>Address of Parent or Legal Guardian (Street Address, P. O. Box)</u>		
<u>City</u>	<u>State</u>	<u>Zip Code</u>

**Please refer to page 5 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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Name of College/University Currently Enrolled			
Name of Approved Education Endorsement Program			
College Level (Please check one of the following:)			
<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	<input type="checkbox"/> Graduate Student
Current Status (Please check one of the following)			
<input type="checkbox"/> Full-Time Student		<input type="checkbox"/> Part-Time Student	
Number of semester credit hours enrolled: _____			

Please check the program endorsement area in which you are enrolled and plan to teach:

<u>Special Education</u> (Specify area)	
<input type="checkbox"/> 1. Early Childhood Special Education (Birth through Age 5)	<input type="checkbox"/> 3. General Curriculum K-12
<input type="checkbox"/> 2. Adapted Curriculum K-12	<input type="checkbox"/> 4. Hearing Impairment PreK-12
<input type="checkbox"/> 4. Hearing Impairment PreK-12	<input type="checkbox"/> 5. Visual Impairment PreK-12
<u>Elementary Education</u> (Specify area)	
<input type="checkbox"/> 1. Early/Primary Education PreK-3	<input type="checkbox"/> 2. Elementary Education PreK-6
<u>Middle Education 6-8</u> (Specify area)	
<input type="checkbox"/> 1. English	<input type="checkbox"/> 3. Science
<input type="checkbox"/> 2. Mathematics	<input type="checkbox"/> 4. History and Social Science
<u>Career and Technical Education</u> (Specify area)	
<input type="checkbox"/> 1. Agricultural Education	<input type="checkbox"/> 2. Business and Information Technology
<input type="checkbox"/> 3. Marketing Education	<input type="checkbox"/> 4. Technology Education
<input type="checkbox"/> 5. Family and Consumer Science	
<input type="checkbox"/> <u>Mathematics</u> (Grades 6-12) including Algebra I	
<input type="checkbox"/> <u>School Counselor PreK-12</u>	
<u>Foreign Language</u> (Specify area)	
<input type="checkbox"/> 1. Arabic	<input type="checkbox"/> 2. Chinese
<input type="checkbox"/> 3. French	<input type="checkbox"/> 4. German
<input type="checkbox"/> 5. Italian	<input type="checkbox"/> 6. Japanese
<input type="checkbox"/> 7. Korean	<input type="checkbox"/> 8. Spanish
<input type="checkbox"/> 9. Russian	<input type="checkbox"/> 10. Latin
<input type="checkbox"/> <u>Health and Physical Education PreK-12</u>	
<input type="checkbox"/> <u>English</u> (Grades 6-12)	
<input type="checkbox"/> <u>History and Social Sciences</u> (Grades 6-12)	
<input type="checkbox"/> <u>Other</u> (Specify endorsement area) _____	

DATE _____	APPLICANT'S SIGNATURE: _____
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Please complete the following:

A minority student may be enrolled in any teacher endorsement area. Are you applying for the scholarship based on this criterion? Please check one.

Yes No

A male student may be enrolled in an elementary or middle school teacher education program. Are you applying for the scholarship based on this criterion? Please check one.

Yes No

If yes to the above question, please check one.

Enrolled in an approved elementary teacher education program

Enrolled in an approved middle school teacher education program

Not applicable

Please check one.

Enrolled in an approved elementary teacher education program

Enrolled in an approved middle school teacher education program

Not applicable

If applicable, anticipated graduation date for undergraduate degree _____

If applicable, anticipated graduation date for graduate degree _____

Have you ever been a recipient of the Virginia Teaching Scholarship Loan? Yes No

If yes, list the year(s) you received the award (e.g., 2009-2010) _____

Please note: Candidates who previously received funding through the Virginia Teaching Scholarship Loan Program are not eligible.

An undergraduate student applying for the scholarship must have been ranked in the top 10 percent of your high school or have been identified by an alternative measure of achievement as selected by the institution.

Please attach official documentation verifying this information (e.g., evidence of class ranking, high school transcript, etc.).

Current Cumulative Grade Point Average on a 4.0 scale or equivalent _____

DATE _____

APPLICANT'S SIGNATURE: _____

APPLICANT'S PRINTED NAME: _____

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Part V: BACKGROUND INFORMATION

<p>Have you ever been convicted of, or entered a plea of guilty or no contest to, a felony? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever been convicted of, or entered a plea of guilty or no contest to, a criminal offense in another country? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving children (minor)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever been convicted of, or entered a plea of guilty or no contest to, a misdemeanor involving drugs (not alcohol)? (If yes, please attach a letter of explanation and a copy of the court documents indicating judgment and disposition of the case from the court of conviction.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever had a teaching, administrator, pupil personnel services, or other education-related certificate or license revoked, suspended, invalidated, cancelled, or denied by another state, territory, or country; surrendered such a license; or had any other adverse action taken against such a license? (If yes, please attach a statement giving full details and official documentation of the action taken.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever been the subject of a founded complaint of child abuse or neglect by a child protection agency? (If yes, please attach a statement giving full details and official documentation of the founded complaint.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>Have you ever left any education or school-related employment, voluntarily or involuntarily, while the subject of an investigation, inquiry, or review of alleged misconduct or when you had reason to believe an investigation of alleged misconduct was under way or imminent? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)</p>	<p>___ Yes</p>	<p>___ No</p>
<p>To your knowledge, are you currently the subject of any investigation, inquiry, or review of alleged misconduct that could warrant discipline or termination by a school division or other education-related employer or an adverse action against a teaching, administrator, pupil personnel services, or other education-related license or certificate? (If yes, please attach a statement giving full details and any official documentation available regarding the investigation, inquiry, or review.)</p>	<p>___ Yes</p>	<p>___ No</p>

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Part VI: TEACHING FULFILLMENT REQUIREMENTS

By my signature, I certify that I understand that to be considered as a recipient for the Virginia Teaching Scholarship Loan Program, upon program completion, I shall begin teaching in the public schools of the Commonwealth in the first full academic year after becoming eligible for a teaching license, and I shall fulfill the teaching obligation by accepting a full-time teaching position under contract (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-price 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. I further certify that if I do not meet the teaching requirement, the Note plus any accrued interest shall immediately become due and payable.

Part VII: FINAL AGREEMENT AND UNDERSTANDING STATEMENT

By my signature, I certify that all information on this application is accurate and complete. I further certify that I have read and agree to all criteria, terms and conditions of this application. I certify that I understand that a Virginia teaching license may be revoked, suspended, cancelled, or denied for reasons set forth in Part VII, sections 8VAC20-22-690, 8VAC20-22-710 and 8VAC20-22-720 of the *Licensure Regulations for School Personnel*, and that if I am denied a license or have a license revoked, cancelled, or suspended, I understand that the Note plus any accrued interest shall immediately become due and payable. I further certify that I am a domiciliary Virginia resident and am enrolled in a Virginia approved teacher education program the current academic year as an undergraduate student at or beyond the sophomore year in college, or am enrolled as a student at the graduate level, and meet the other eligibility conditions set forth in this "Application for a Virginia Teaching Scholarship Loan." I have read and agree to the requirements of "Cancellation of Promissory Notes" for Virginia Teaching Scholarship Loan recipients. I will notify the Office of Teacher Education, Virginia Department of Education, in writing, 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.

Signature

Date

Print Name