



UNITED STATES DEPARTMENT OF EDUCATION
Office of Federal Student Aid

XXXXXXXXXXXXXXXXXXXX, 2015

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ACCT NUMBER: XXXXXXXXXXXX

INFORMATION ABOUT YOUR TEACH GRANTS THAT WERE CONVERTED TO DIRECT UNSUBSIDIZED LOANS

Recently, we asked our TEACH Grant Servicer, FedLoan Servicing, to perform a quality review of TEACH Grants that were converted to loans to determine if the conversions were consistent with the program requirements outlined in the Agreement to Serve (ATS) that you signed before you received your TEACH Grants. Through this review, we learned that your TEACH Grants may have been converted to loans prematurely by your previous TEACH Grant servicer.

Why do you believe that my TEACH Grants may have been converted to loans prematurely?

Our records indicate that your TEACH Grants were converted to loans less than one year after your graduation from the institution where you received your TEACH Grants. According to the terms of your ATS, you may not have received adequate time to certify that you were performing qualifying teaching service, or that you intended to satisfy your service obligation. Our records indicate that your TEACH Grants were converted to loans before you graduated from, or otherwise ceased to be enrolled in the institution where you received your TEACH Grants. According to the terms of your ATS, you may not have received adequate time to certify that you were performing qualifying teaching service, or that you intended to satisfy your service obligation. Our records indicate that your TEACH Grants were converted to loans less than 120 days after your withdrawal from the institution where you received your TEACH Grants. According to the terms of your ATS, you may not have received adequate time to certify that you were performing qualifying teaching service, or that you intended to satisfy your service obligation. Our records indicate that your TEACH Grants were converted to loans after your withdrawal from the institution where you received your TEACH Grants. However, it appears that you re-enrolled in a TEACH Grant-eligible program at a different institution where you received a subsequent TEACH Grant. According to the terms of your ATS, you may not yet have been required to certify that you were performing teaching service, or that you intended to satisfy your service obligation.

What does this mean for me?

If you have already completed, are in the process of completing, or intend to complete teaching service that meets the requirements of the TEACH Grant service obligation as described in your ATS, we are providing you with an opportunity to request that we reinstate your TEACH Grants and credit any qualifying teaching service you've performed thus far to your TEACH Grant service obligation.

IMPORTANT: If your grants are reinstated, you will once again be required to satisfy all terms and conditions of your TEACH Grant service obligation, as described in your ATS. If you don't meet these requirements, your TEACH Grants will again be converted to Direct Unsubsidized Loans that you must repay in full, including interest that has accrued from the date of each TEACH Grant disbursement. Therefore, you should ask us to change your loans back to TEACH Grants only if you have already completed or are in the process of completing teaching service that meets the requirements of your service obligation, or if you have not yet completed any qualifying teaching service, but you fully intend to meet the terms and conditions of your service obligation and are certain that you will be able to do so. Before you ask us to reconvert your loans to TEACH Grants, you should carefully review your ATS, so that you understand what your obligations will be if your loans are reconverted. For instructions on how to obtain a copy of your ATS, visit MyFedLoan.org/TEACH.

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www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Why aren't my loans automatically being changed back to TEACH Grants?

Although our records suggest that your TEACH Grants may have been converted to Direct Unsubsidized Loans prematurely, these records are not conclusive. It is possible that you may have requested that your grants be converted to loans because you decided not to teach in a qualified school or field or for some other reason. In addition, even if you intended to satisfy your TEACH Grant service obligation at the time your grants were converted to loans, we recognize that your career plans may have subsequently changed and you may no longer intend to teach. Therefore, we will change your Direct Unsubsidized Loans back to TEACH Grants only if you ask us to do so and certify that you intend to satisfy your TEACH Grant service obligation.

If you previously requested that your TEACH Grants be converted to Direct Unsubsidized Loans, or if your career plans have changed and you no longer plan to satisfy the TEACH Grant service obligation, no action is required.

What do I need to do if I still intend to satisfy my TEACH Grant service obligation and want my Direct Unsubsidized Loans changed back to TEACH Grants?

You must sign and return the attached **Request for TEACH Grant Reinstatement** document to FedLoan Servicing, our TEACH Grant servicer, using the information on the form.

FedLoan Servicing must receive your signed **Request for TEACH Grant Reinstatement** within **30 days** of the date of this letter. After FedLoan Servicing receives your request, they will be in contact with you regarding this opportunity to have your loans reconverted to grants, and will communicate with you regarding your TEACH Grant service obligation. After your loans are reconverted to TEACH Grants, you will be required to provide documentation of qualifying teaching service that you have already completed, or to certify within certain timeframes that you intend to satisfy your service obligation.

Remember: If your loans are changed back to TEACH Grants and you do not satisfy all terms and conditions of your TEACH Grant service obligation, your grants will again be converted to Direct Unsubsidized Loans that you must repay in full, including interest that has accrued from the date of each TEACH Grant disbursement.

What if I no longer plan to satisfy my TEACH Grant service obligation?

If you no longer plan to satisfy your TEACH Grant service obligation or if you previously requested that your TEACH Grants be converted to Direct Unsubsidized Loans, no further action is required.

What about payments I made on my loans?

If your Direct Unsubsidized Loans are reconverted to TEACH Grants, FedLoan Servicing will reapply any payments you made on those loans to the balances on the other federal student loans they are servicing for you. If you do not have any other federal student loans serviced by FedLoan Servicing, the payments you made towards your Direct Unsubsidized Loans that were previously converted from TEACH Grants will be refunded to you. Processing of payment reapplications and refunds can take up to 90 days from the date your loans are changed back to TEACH Grants.

Questions?

If you have questions about this letter, contact FedLoan Servicing at 855-499-9543, Monday through Friday 8am-9pm EST.



Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

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| Records Code: | FIWOA |
| Version Date: | 03/01/15 |

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Request for TEACH Grant Reinstatement

Instructions: Carefully read the entire Request for TEACH Grant Reinstatement, before you complete and sign the document. All fields are required.

Print First and Last Name: _____ **ACCOUNT NUMBER:** _____

I, _____, request to have my Direct Unsubsidized Loans that were converted from
(Print Your First & Last Name)
TEACH Grants changed back to TEACH Grants on the basis that the grants were converted to loans prematurely.

By signing below, I certify that I have already satisfied, am currently satisfying, or intend to fully satisfy my TEACH Grant service obligation as outlined in the Agreement to Serve (ATS) that I signed for each TEACH Grant that I received.

When my TEACH Grants are reinstated, I understand that I will again be responsible for satisfying all terms and conditions of my TEACH Grant service obligation as described my ATS. I understand that failure to do so will result in the conversion of my TEACH Grants back to Direct Unsubsidized Loans that I will be required to repay in full, including interest that has accrued from the date of each TEACH Grant disbursement.

*Before you submit this request, we strongly encourage you to carefully review the terms and conditions of your TEACH Grant service obligation, as described in your ATS. You can access your ATS online at **MyFedLoan.org/TEACH**.*

TEACH Grant Recipient's Signature

Date

Please return this form to the following:

By Mail: FedLoan Servicing
PO Box 69184
Harrisburg, PA 17106-9184

By Fax: 717-720-1628