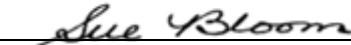




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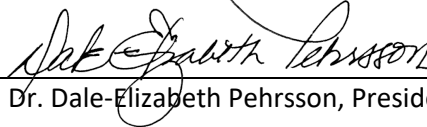
## Policy SE011: Federal TEACH Grant

Recommended for Approval by:



Sue Bloom, Executive Director Financial Aid

Approved by:



Dr. Dale-Elizabeth Pehrsson, President

**Effective Date:** 2/24/2023

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### A. Intent

To ensure Pennsylvania Western University's Federal TEACH Grant policy is regulatory compliant with the U.S. Department of Education's Office of Postsecondary Education requirements for the TEACH grant.

- [34 CFR 686](#)

### B. Definition(s)

**Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant** - A federal grant that provides up to \$4,000 per year to students who agree to teach for four years at an elementary school, secondary school, or educational service agency that serves students from low-income families and to meet other requirements. If the service obligation is not met, the grant is converted to a Direct Unsubsidized Loan. Agreement to Serve and Repay – Service obligation contract the student reads, agrees to, and signs which outlines the terms and conditions of the grant.

**High Need Field** – High need fields for the purpose of awarding and qualifying for the Federal TEACH grant are designated and approved by the U.S. Department of Education.

High-need fields are:

- Mathematics
- Science, including, but not limited to, computer science
- Foreign language
- Reading specialist
- Bilingual education
- English language acquisition
- Special education or

- Any other field that has been identified as high-need in the annual [Teacher Shortage Area Nationwide Listing \(Nationwide List\)](#).

### C. Policy

The Federal TEACH Grant allows up to \$4,000 per year available for full-time students on both the undergraduate and graduate levels. Funds can only be used for the student's first bachelor's or graduate degree and are not available for students in doctoral programs.

Amounts are prorated according to enrollment levels per term.

Additionally, Congress passed the Budget Control Act of 2011, which has caused federal budget cuts to this program, known as a "sequester." For the 2022-2023 award year, students with TEACH grant funds disbursed on or after October 1, 2021 and prior to October 1, 2023 will see a reduction of 5.7% from their originally approved award amount. More details about sequestration can be found [here](https://studentaid.gov/understand-aid/types/grants/teach). (<https://studentaid.gov/understand-aid/types/grants/teach>)

### D. Procedure(s)

#### **Preliminary Application:**

PennWest University has a TEACH Grant Preliminary Application that can be found on our website that we ask all students to complete who are interested in receiving the TEACH Grant. This application has the student answer questions about their current GPA, academic major, level in school, etc.

Once a TEACH Grant Preliminary Application is received, the staff member in charge of awarding the grant, reviews all answers and confirms the information in Banner. The following criteria must be met:

- Student must have a completed and valid FAFSA on file with PennWest.
- Student must be enrolled in a TEACH Grant eligible program (Secondary Education Biology, Chemistry, Earth and Space Science, General Science, Math, or Physics majors; Middle Level Education Math and Science majors; Special Education majors; or Reading Specialist majors).
- Student must be college junior or senior who has successfully passed the basic skills exam, if required, or graduate student who is pursuing a degree as a reading specialist or special education teacher.
- Freshmen or sophomore students who received a TEACH grant from one of the PennWest campuses prior to July 1, 2022 will be exempted in.
- Student must have a cumulative GPA of 3.25 or higher.

If all above criteria is met, the staff member will either call, email, or meet with the student to go over what all is needed to receive the TEACH Grant as well as explain how a TEACH Grant is converted to an unsubsidized loan if the student fails to complete the service obligation. If the student is still interested in receiving the grant, the staff member creates the TEACH Grant award in COD.

#### **Entrance Counseling & Agreement to Serve:**

Once the TEACH Grant award is created in COD, the student must then complete the TEACH Entrance Counseling as well as an Agreement to Serve at <https://studentaid.gov/> and then notify the staff member. Once the TEACH Entrance Counseling and Agreement to Serve are verified as complete, the staff member awards the TEACH Grant in Banner.

**Sequestration:**

Sequestration must be taken into consideration when awarding a TEACH Grant. If a student is not awarded the grant until October 1st or later, the new sequester-required reductions must be used.

Award amounts are based on a student's enrollment.

- Undergraduate students that are enrolled in 12 or more credits are eligible to receive \$4,000 for the award year, or \$2,000 per semester.
- Graduate students must be enrolled in at least 9 credits in order to be considered full time and to receive the \$4,000 yearly award.
- Students that are half time may receive \$1,000 per semester or \$2,000 for the academic year. An undergraduate student would need to be enrolled in 6-11 credits per term while a graduate student would need to be enrolled in 4.5-8.5 credits per term to be considered half time.

If the TEACH Grant is awarded for both fall and spring, the staff member must verify that the student is still enrolled in a TEACH Grant eligible program and maintaining a cumulative GPA of 3.25 or higher before disbursing the spring amount.

**Exit Counseling:**

As with Federal loans, federal regulations require that students who have received a TEACH Grant complete online exit counseling upon changing majors to something other than an eligible academic program, withdrawing from school, or graduating from their program of study.

To complete the counseling, students should log in to <https://studentaid.gov/teach-exit-counseling/> using their FSA ID.

**Sanctions:**

If the service obligation is not completed, the U.S. Department of Education will convert all Federal TEACH Grant funds the student received to a Federal Direct Unsubsidized Student Loan. The student will have to repay the loan and will be charged interest from the date the grant(s) disbursed. If the grant is converted to a Federal Direct Unsubsidized Student Loan, then Conversion Counseling will need to be completed by the student.

**Exceptions:**

A TEACH Grant that has been converted to a loan can be changed back to a grant only under limited circumstances. Students may request a reconsideration if they can show they were satisfying their service obligation, or that their grant was converted to a loan in error. If the student previously asked to have their TEACH Grants converted to loans, but have now decided to satisfy the service obligation, students may request reconsideration if they would still have time to complete their required four years of teaching within the eight-year service obligation period.

If students believe they qualify, they must submit a request for [reconsideration](#) of the conversion to their TEACH Grant servicer. The student may need to provide documentation to support the request.

If the request for reconsideration is approved, the loan will be changed back to a TEACH Grant and the student will once again be responsible for [satisfying the TEACH Grant service obligation](#).

**E. Forms**

List and link any associated forms needed.

**F. Related policies**

List any related policies or procedures.

**G. Contact Information**

Office/Name	Location	Phone Number
Financial Aid – Sue Bloom	Clarion Campus	814-393-2667
Financial Aid – Kelly Vitelli	Edinboro Campus	814-732-1964
Financial Aid – Traci Necciai	California Campus	724-938-5535

**H. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in Federal or Pennsylvania law, BOG, or PASSHE would create the need for an immediate change.