

NORTH DAKOTA UNIVERSITY SYSTEM

PROCEDURES MANUAL

Subject: STUDENT AFFAIRS

Effective: January 6, 2010

Procedure: 508.1.2 Teacher Shortage Loan Forgiveness Program

The intent of this program is to reduce a student's loan indebtedness for individuals teaching in North Dakota at grade levels and/or in content areas identified by the Department of Public Instruction as having a teacher shortage.

The number of annual loan reductions is limited and contingent upon legislative appropriations. Therefore, not all qualified applicants are assured funding. All qualified applicants for this Program will be considered in priority order as defined in Section 3.

The Superintendent of Public Instruction will identify teacher shortage areas annually. The Bank of North Dakota is responsible for processing the loan forgiveness payment to financial institutions holding student loans for funded recipients by July 30th of each year. **The NDUS will notify all funded recipients by July 30th; no notice will be sent to applicants not funded.**

Funding recipients are eligible to receive up to one thousand dollars per year in continued loan forgiveness, for each year they teach in a teacher shortage area, subject to a maximum of three thousand dollars.

Section 1 – Qualifications

To qualify for primary consideration for the Teacher Shortage Loan Forgiveness Program, an applicant must have:

- a. Taught in a defined teacher shortage area in North Dakota;
- b. A student loan and not be in default on that loan;
- c. Been licensed by the Education Standards and Practices Board in North Dakota to teach;
- d. Taught in a public or private school in North Dakota; and
- e. Held a full-time contract to teach a full academic year.

Section 2 – Terms and Definitions

- a. **Default** means failure to repay a loan according to the terms agreed to when you signed a promissory note. Default may also mean failure to submit requests for deferment or cancellation on time.
- b. **Held a full-time contract to teach a full academic year** means at least a 9-month teaching contract on a full-time basis in a school district or nonpublic (private) school in this state. State law requires applicants to have completed a full year of teaching; therefore, teaching must be the applicant’s major responsibility. Individuals on a teaching contract who have another primary responsibility, such as program coordination, are not eligible.
- c. **First-year teacher** means a teacher who has completed one full-year of teaching in North Dakota since being **licensed** by the North Dakota Education Practices and Standards Board.
- d. **Student Loan** means Federal Family Education Loan (FFEL) -- Stafford subsidized and unsubsidized loans as well as the Dakota Education Alternative Loan (DEAL) obtained through the Bank of North Dakota as a lender, William D. Ford Federal Direct Loan -- subsidized and unsubsidized loans, Federal Perkins Loan, FFEL or William D. Ford Federal Direct Consolidated Loans.
- e. **Teacher shortage areas** means those grade levels and content areas identified each January by the Department of Public Instruction. Applicants who received funding from the program in the previous year may continue to be funded by the program, subject to all other limitations, even if the content area is not on the current year shortage area list.

Section 3 – Teacher Shortage Loan Forgiveness Program Procedures

- a. Applications for this program may be obtained by: (1) calling the North Dakota University System office at 701.328.4114; (2) writing the North Dakota University System office at 600 East Boulevard Avenue – Dept. 215, Bismarck, ND 58505-0230; or (3) accessing the North Dakota University System’s web site at www.ndus.nodak.edu and clicking on Student Info/Financial Aid.

To comply with the state law requirement that each applicant “has completed a full year of teaching,” applications and letter of employment certification will not be accepted before April 1. A completed application must be received in the North Dakota University System office **no later than June 30** for the teaching contract year just completed. Applications should be mailed, faxed or delivered to: Director of Financial Aid, North Dakota University System, 600 E Boulevard Avenue – Dept. 215, Bismarck, ND 58505-0230, Fax (701) 328-2961.

A completed application **must** include a signed statement by the Superintendent and/or principal of the school(s) that the applicant has completed or is completing the contracted teaching obligation. Contents of the letter must also include the name and social security number of the applicant, and the grade level and/or content area and academic year

taught. (See attached sample letter, which can be copied and completed for application purposes)

- b. Completed applications will be considered in priority order as follows: 1) priority will be given first to those previous year funding recipients who successfully and consecutively taught in a designated teacher shortage area; 2) secondly, priority will be given to prior year funding applicants who successfully and consecutively taught in a designated teacher shortage area; and 3) remaining funds will be allocated to other teachers who completed a full year of teaching in a designated teacher shortage area in North Dakota since being licensed by the North Dakota Education Standards and Practices Board, beginning first with first-year teachers, then second-year teachers and so on, to the extent funds are available. If available funding is sufficient to fund some but not all eligible applicants in a priority category, funding shall be allocated based on date of receipt by the NDUS of completed applications, beginning with those received on (but not before) April 1, continuing with those received April 2, and so on, to the extent funds are available.

Summary of forms to be completed and returned to NDUS office:

1. Application
2. Letter from school district Superintendent and/or Principal

Questions about the program and procedures for making application should be directed to:

Peggy Wipf
North Dakota University System
State Capitol – Tenth floor
600 East Boulevard Avenue – Dept. 215
Bismarck, ND 58505-0230
Phone: 701.328.4114

REFERENCE: SBHE Policy 508.1

HISTORY: Chancellor's Cabinet Meeting, September 26, 2001
Editorial changes made 3/13/02
Chancellor's Cabinet reviewed suggested changes, see listserv message sent October 21, 1002. Amendments reviewed and approved by Chancellor, October 25, 2002.
Chancellor's Cabinet Meeting, September 25, 2003
Chancellor's Cabinet Meeting, November 3, 2004.
Chancellor's Cabinet Meeting, August 18, 2005.
Chancellor's Cabinet Meeting, January 11, 2007.
Chancellor's Cabinet Meeting, January 7, 2008.
Chancellor's Cabinet Meeting, March 9, 2009.
Chancellor's Cabinet Meeting, January 6, 2010.

Application for Teacher Shortage Loan Forgiveness Program

- Follow instructions carefully
- **Print or type**
- Disclosure of your Social Security number is voluntary. Social Security numbers are used as an individual ID number for record keeping and administrative purposes. If you do not disclose your Social Security number, an individual ID number will be assigned.
- Questions about the program or procedures for making application should be directed to Peggy Wipf at 701.328.4114.

General Information

Name (Last, First, Middle Initial)	Social Security No.	Daytime Phone No.
Present Mailing Address	City	State/Zip Code
Permanent Mailing Address (if different)	City	State/Zip Code

License/Teaching Information (Academic Year 2009-10)

Check the designated teacher shortage area in which you have just completed a full year of teaching:	
<input type="checkbox"/> Agriculture Education <input type="checkbox"/> Art <input type="checkbox"/> Business and Office Technology/Business Education <input type="checkbox"/> Career Clusters <input type="checkbox"/> Computer Education <input type="checkbox"/> Diversified Occupations <input type="checkbox"/> Driver and Traffic Safety Education <input type="checkbox"/> English as a Second Language <input type="checkbox"/> English Language Arts/English as a Second Language <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> Health Careers	<input type="checkbox"/> Information Technology <input type="checkbox"/> Languages/Native American Languages <input type="checkbox"/> Marketing Education <input type="checkbox"/> Mathematics <input type="checkbox"/> Music <input type="checkbox"/> Physical Education <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Special Education Programming <input type="checkbox"/> Technology Education – Industrial Arts <input type="checkbox"/> Trade and Industrial Education

Indicate year in which you first received ND ESPB licensure: _____

MUST BE COMPLETED ←

Loan Information

I wish to have the following loan reduced under this program (check one only)	
<input type="checkbox"/> FFEL Stafford (subsidized) <input type="checkbox"/> FFEL Stafford (unsubsidized) <input type="checkbox"/> FFEL Consolidated Loan <input type="checkbox"/> Dakota Education Alternative Loan (DEAL)	<input type="checkbox"/> William D. Ford Federal Direct Loan (subsidized) <input type="checkbox"/> William D. Ford Federal Direct Loan (unsubsidized) <input type="checkbox"/> William D. Ford Federal Direct Consolidated Loan <input type="checkbox"/> Federal Perkins Loan
Amount owed on this loan:	as of : (Date)

If approved, I wish to have my loan forgiveness payment sent to the following holder of my student loan:

Name of Financial Institution		Phone No.
Address	City	State/Zip Code

Statement of Certification and Authorization to be completed by Applicant:

I hereby certify that the information contained on this application is true and correct. I understand that I have the specific responsibility of applying for the Teacher Shortage Loan Forgiveness Program **each year**. I also give permission to the financial institution listed on this application to release to the North Dakota University System financial and loan information, and for the North Dakota University System to share with the financial institution and Bank of North Dakota financial and loan information necessary to verify eligibility and process payment.

Signature of Applicant

Date

Return application to:

**Teacher Shortage Loan Forgiveness Program
North Dakota University System
600 E Boulevard Ave Dept 215
Bismarck ND 58505-0230**

SAMPLE LETTER

Date:

Attn: Director of Financial Aid
North Dakota University System Office
600 East Boulevard Avenue – Dept. 215
Bismarck, ND 58505-0230

I hereby certify that (name and SS#) _____ taught or is teaching **full-time** at (school) _____ during contract year _____ in the following teacher shortage area (check only one):

- Agriculture (2003-04)
- Agriculture Education (2007-08, 2008-09, 2009-10)
- Art (2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Business and Office Technology/Business Education (2006-07, 2007-08, 2008-09, 2009-10)
- Career Education (2006-07)
- Career Clusters (2007-08, 2008-09, 2009-10)
- Computer Education (2001-02, 2002-03, 2003-04, 2005-06, 2008-09, 2009-10)
- Diversified Occupations (2006-07, 2007-08, 2009-10)
- Driver and Traffic Safety Education (2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- English as a Second Language (2007-08, 2008-09, 2009-10)
- English Language Arts/English as a Second Language (2001-02, 2003-04, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Family and Consumer Sciences (2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Health (2003-04, 2004-05, 2005-06)
- Health Careers (2001-02, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Information Technology (2006-07, 2007-08, 2008-09, 2009-10)
- Languages/Native American Languages (2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Marketing Education (2006-07, 2007-08, 2008-09, 2009-10)
- Mathematics (2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Music (2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Physical Education (2009-10)
- Science (2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Social Studies (2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Special Education Programming (2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Technology Education – Industrial Arts (2002-03, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)
- Trade and Industrial Education (2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10)

(as defined in program rules)

Sincerely,

Signature of Superintendent and/or Principal
Title