

**RULES GOVERNING  
THE PROSPECTIVE TEACHER  
SCHOLARSHIP LOAN PROGRAM**



**A Program of the State of North Carolina  
Administered by the State Education Assistance Authority  
10 Alexander Drive  
P. O. Box 13663  
Research Triangle Park, NC 27709-3663**

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# PART I

## SHORT TITLE, PURPOSE AND DEFINITIONS

**.0100. Short Title.** The Rules Governing the Prospective Teacher Scholarship Loan Program may hereinafter be cited by the State Education Assistance Authority, and referred to as the “Program Rules.”

**.0101. The Program and its Purpose.** The Scholarship Loan Fund for Prospective Teachers, also known as the “Prospective Teacher Scholarship Loan Fund,” was transferred from the Department of Public Instruction to the State Education Assistance Authority by the North Carolina General Assembly in 2005, effective January 1, 2006, to provide financial assistance, in the form of scholarship loans, to North Carolina students pursuing college degrees to obtain licensure to teach in the public schools of the State. In general, applicants must: (i) be enrolled or accepted for enrollment in a program leading to teacher licensure at any of the Participating Institutions in the State and (ii) demonstrate a commitment to teach in the Public Schools. Funding for the Program is contingent each year upon appropriations made available to the State Education Assistance Authority by the General Assembly and the availability of cash repayments collected from Students who do not qualify for or complete Loan forgiveness under Part IV of these Program Rules.

**.0102. Definitions.** Unless the context clearly indicates some other meaning, the following capitalized words and phrases shall have the corresponding meanings in these Program Rules:

- (1) “Academic Year” means a combination of school terms consisting of two semesters, two trimesters, or the equivalent thereof, beginning with the fall term of any year.
- (2) “Administrative Agreement” means the agreement, in a form acceptable to the Authority, by which a Participating Institution agrees to participate in the Program and assist the Authority in the administration of the Program in compliance with applicable State laws and the Program Rules.
- (3) “Authority” means the State Education Assistance Authority, a political subdivision of the State of North Carolina, created and enabled under Article 23 of Chapter 116 of the North Carolina General Statutes.
- (4) “Loan” means the financial aid provided to a Student under the Program for payment of the Student’s cost of attendance, or a portion thereof, for one Academic Year at a Participating Institution.
- (5) “Participating Institution” means a State institution of higher education or a private institution of higher education located in the State that offers a Teacher Education Program.
- (6) “PTSL Standards” means the academic standards for the Program established by the Authority.
- (7) “Program” means the Prospective Teacher Scholarship Loan program.

- (8) “Promissory Note” means the legally enforceable agreement between a Student and the Authority which sets forth the terms and conditions under which the Authority advances funds to the Student for payment of the Student’s cost of attendance, or a portion thereof, at a Participating Institution and under which the Student repays the Loan or Loans in either service or cash.
- (9) “Public School” means a North Carolina public school, including a charter school that is approved by the State, or a school operated by the United States government in North Carolina.
- (10) “Qualified Position” means a position of full time employment as a teacher in a Public School.
- (11) “Residence Manual” means the most current edition of *A Manual to Assist the Public Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes* containing the definitions of residency for tuition purposes as adopted from time to time by the Board of Governors of The University of North Carolina.
- (12) “State” means the State of North Carolina.
- (13) “State Auditor” means the Office of the Auditor of the State of North Carolina.
- (14) “Student” means the student who receives a Loan under the Program in accordance with the Program Rules.
- (15) “Teacher Education Program” means the approved degree program offered by a Participating Institution that qualifies a Student to teach in the Public Schools as a licensed teacher.

## PART II

### ELIGIBILITY REQUIREMENTS

**.0200. General Rule.** An applicant for a Loan is eligible to be considered by a Participating Institution, if, as of the date of the application, the applicant:

- (a) has complied with the application procedures set forth in Part III of these Program Rules;
- (b) is enrolled, or accepted for enrollment, on a full-time basis in a degree program leading to teacher licensure at a Participating Institution;
- (c) qualifies as a North Carolina resident for tuition purposes under G.S § 116-143.1 and the Residence Manual;
- (d) meets or exceeds the PTSL Standards;
- (e) has complied with the registration requirements of the Military Selective Service Act or is exempt from the registration requirements; and
- (f) is not in default, or does not owe a refund, under any federal or state loan or grant program.

**.0201. Renewal Loans.** A Student is eligible to receive a Loan for an Academic Year immediately following the Academic Year for which the Student previously received a Loan if, as of the date of application for a renewal Loan, the Student:

- (a) has not received the maximum total Loan amount established by the Authority for the Program;
- (b) is honoring the terms of the Student's Promissory Note and remains otherwise eligible for a Loan under these Program Rules;
- (c) is maintaining progress as defined by the Authority in a Teacher Education Program;
- (d) if, the Student is scheduled to repeat any course, the repeated course is necessary in order for the Student to maintain progress in a Teacher Education Program and the repeated course does not constitute more than one-fourth of the academic credits for the semester, or equivalent term; and
- (e) is not in default, or does not owe a refund, under any federal or state loan or grant program.

## PART III

### APPLICATION PROCEDURES; SELECTION OF STUDENTS AND LOAN APPROVAL

#### **.0300. Application and Supporting Documentation.**

- (a) *Application.* An applicant for a Loan under the Program must complete and submit an application to the Authority on a form acceptable to the Authority.
- (b) *Academic Year Covered by an Application for a Loan.* An application for the Loan shall not be submitted for more than one Academic Year at a time.
- (c) *Supporting Documentation.* The Authority may require an applicant to submit documentation or additional information in support of the applicant's application or in order to substantiate information presented in the application before the Authority approves a Loan for disbursement under Rule .0305.
- (d) *Applications for Renewal Loans.* A Student seeking a Loan to continue in the program leading to teacher licensure in the Academic Year immediately following the Academic Year for which the Student received a Loan must submit an application for a renewal Loan, in a form acceptable to the Authority and in a manner consistent with the procedures set forth in this Rule .0300.
- (e) *Responsibility to Update an Application.* If, at any time before an applicant is approved for a Loan under Rule .0305 of these Program Rules, any information presented on the applicant's application changes, the applicant is responsible for notifying the Authority of any such change.

**.0301. Application Deadlines.** The Authority is hereby authorized and directed to set the application deadlines for the Program for each Academic Year. An application for a Loan that is received after the applicable deadline will not be considered for a Loan.

**.0302. Selection of Students.** The Authority shall:

- (a) establish and publish the PTSL Standards; and
- (b) establish any priority for funding upperclassmen over entering freshmen and sophomores based on the availability of funds for the Program.

**.0303. Loan Amount.** Each Loan shall be in the amount established by the General Assembly or set by the Authority, based on the total appropriation for the Program.

**.0304. Promissory Note.** A Loan shall be evidenced by a Promissory Note, properly executed by the Student and the notary public who witnesses the Student's signature. The Promissory Note shall include, *inter alia*, a provision by which the Student agrees to accept employment in a Public School upon graduation from the Teacher Education Program for which the Loan was advanced.

**.0305. Loan Approval.** The Authority shall approve a Loan for disbursement to a Student if:

- (a) the Student is attending the Participating Institution as eligible for the Program in accordance with these Program Rules;
- (b) the Promissory Note is negotiated in accordance with Rule .0304; and
- (c) the Student has complied with these Program Rules, the terms of the Promissory Note and any Program procedures implemented by a Participating Institution or the Authority to facilitate the application process consistent with these Program Rules.

**.0306. Transfers Between Participating Institutions.** A Loan under the Program is transferable from one Participating Institution to another Participating Institution provided that the Student is accepted for enrollment in a Teacher Education Program at the Participating Institution to which the Student is transferring and the Authority approves the transfer of the Loan.

**.0307. Loan Disbursement Procedures.**

- (a) *Method of Disbursement.* The Authority shall disburse the proceeds of a Loan by:
  - i. a check that is made payable to the Student, or that is made co-payable to the Student and the Participating Institution, and requires the personal endorsement or other written certification of the Student in order to be cashed or deposited in an account of the Student at a financial institution; or
  - ii. electronic funds transfer to an account maintained by the Participating Institution in accordance with the federal regulations governing programs of student financial assistance under the Higher Education Act of 1965, as amended, if authorized by the appropriate division director of the Authority, or such director's designee; or
  - iii. master check made payable to the Participating Institution for deposit in an account maintained by the Participating Institution in accordance with the federal regulations governing programs of student financial assistance under the Higher Education Act of 1965, as amended.
- (b) *Roster Required.* In the case of disbursement under either (ii) or (iii) above, the electronic funds transfer or master check shall be accompanied by a roster identifying the Students and the Loan amount for each Student.
- (c) *Refund Procedure.* Loan proceeds that are not disbursed to the Student shall be returned to the Authority within thirty (30) days of the beginning date of the term for which the proceeds were disbursed by electronic means or forty-five (45) days from the date of the check. Any Loan proceeds that are not refunded to the Authority in accordance with this Section .0307 may be subject to an interest penalty based on the number of days that the refund is past due and at an interest rate to be set by the executive director of the Authority.
- (d) *Student Certification.* The Student shall execute a certificate, in a form acceptable to the Authority, acknowledging the Student's receipt of the Loan proceeds and the purposes for which the Loan is made.

(e) *Policies.* The Authority is hereby authorized to develop, adopt and implement such policies and procedures as may be necessary from time to time to disburse Loan funds in accordance with these Program Rules and applicable requirements of State law.

**.0308. Use of Loan Proceeds.** Loans shall be used only for payment of the cost of attendance at the Participating Institution as defined in Section 472 of the Higher Education Act of 1965, as amended (20 U.S.C. §10871l).

## PART IV

### SCHOLARSHIP LOAN FORGIVENESS

**.0400. Forgiveness through Service; General Rule.** The Authority shall forgive a Loan, and any interest accrued on such Loan under Rule .0502, if, within seven years of graduation from a Participating School, exclusive of any authorized deferment for extenuating circumstances, the Student works in a Qualified Position for one full school year for each Loan received, and the Student otherwise complies with these Program Rules. Alternatively, the Authority shall forgive a Loan and any interest accrued on such Loan under Rule .502, if, within seven years of graduation from a Participating School, exclusive of any authorized deferment for extenuating circumstances, the Student works in a Qualified Position for three consecutive years in a Public School that is in a low performing school system or a school system on warning status at the time the Student accepted employment with the school. The Authority shall apply this Rule .0400 sequentially, forgiving each Loan in the order that it was made to the Student.

**.0401. Eligibility for Forgiveness through Service.** To be eligible for Loan forgiveness, a Student must graduate with a degree from a Teacher Education Program of a Participating Institution and be licensed to teach in a Public School.

**.0402. Procedure for Obtaining Service Forgiveness; Specific Employment Requirements.**

- (a) *Notice of Intent to Seek Service Forgiveness.* Within ninety (90) days after graduation from a Participating Institution, the Student shall notify the Authority, in writing and in a form acceptable to the Authority, of the Student's intent to seek, or to forego, the opportunity for Loan forgiveness.
- (b) *Required Documentation.* Within thirty (30) days of accepting a Qualified Position, the Student shall submit written verification of that employment to the Authority in a form acceptable to the Authority. Thereafter, the Student shall provide the Authority with verification of employment in each ensuing year until all Loans are forgiven or the Student commences cash repayment under Rule .0501, whichever occurs first. Notwithstanding the foregoing provisions of this Rule .0402(b), the Authority reserves the right to conduct independent inquiries with regard to whether or not a Student's employment qualifies for service forgiveness under Part IV of these Program Rules.
- (c) *Full Year of Employment Required; Pro Rata Forgiveness Prohibited.* One full school year of employment per Loan is required for service forgiveness. Accordingly, the Authority shall forgive a Loan only after the Student has worked in a Qualified Position for one full school year. Pro rata forgiveness for any period of employment less than one school year is not permitted. For Students who signed a promissory note prior to January 1, 2006, "full school year" shall mean a minimum of six calendar months within one school year. For Students who sign the Promissory Note after January 1, 2006, "full school year" shall mean one full school year as determined and verified by the employing entity.

- (d) *Certain Service Ineligible.* Service as a tutor, substitute teacher, part-time teacher, lateral-entry teacher, administrator or service in a nonpublic school, community college or institution of higher education shall not be used to discharge any amount of a Loan under Rule .0400.
- (e) *Concurrent Employment Obligations.* The Authority shall forgive a Loan under Rule .0400 when the Student's employment in a Qualified Position satisfies the requirements under Part IV of these Program Rules for forgiveness through service and such employment also fulfills the Student's obligation to another education or scholarship program only upon finding that:
  - i. such other program is not funded by the State or any of its agencies or political subdivisions; and
  - ii. the Student's obligations to the other program will not interfere with the Student's ability to comply with these Program Rules.

**.0403. Authorized Deferment for Extenuating Circumstances.**

- (a) *Procedure.* At any time after graduation from a Participating Institution, but no later than seven years from such graduation, or at any time while enrolled at a Participating Institution, in the case of a Student who is no longer receiving a Loan, the Student may apply to the Authority for an authorized deferment for extenuating circumstances. Such application for an authorized deferment shall contain documentation, satisfactory to the Authority staff, of the reason for the deferment and specify the period of time, by beginning and ending dates, covered by the deferment request.
- (b) *Extenuating Circumstances.* The Authority may authorize a deferment if one of the following extenuating circumstances is substantiated by the Student's request:
  - i. personal illness for a period not to exceed twelve (12) months per each occurrence;
  - ii. family medical leave, which for the purpose of these Program Rules means maternity or paternity leave upon the birth or adoption of a child or leave to provide necessary care for a member of the Student's immediate family, who is sick or disabled, in either case for a period not to exceed twelve (12) months per each occurrence;
  - iii. unemployment during any period of time not to exceed twelve (12) months per each occurrence during which the Student is also conscientiously seeking and unable to obtain employment that qualifies for service forgiveness under Part IV of these Program Rules; and
  - iv. full-time enrollment, immediately succeeding the Student's enrollment in or graduation from a Participating Institution, at the same Participating Institution or any accredited postsecondary institution located within the United States for a period not to exceed twenty-four (24) months.
- (c) *Effect of Authorized Deferment.* The Authority's approval of a deferment under this Rule.0403 shall operate to extend the period of time during which the Student must complete the Student's service under Rule .0400 by the amount of time for which the Authority authorized the deferment under subsection (b) of this Rule.

- (d) *Interest Accrual.* Interest on the Loan shall continue to accrue during any period of authorized deferment.

**.0404. Reinstatement of Forgiveness through Service.**

- (a) A Student who has been required to commence cash repayment of a Loan after graduation from a Participating Institution may apply for reinstatement of the opportunity for forgiveness through service provided that the Student is:
- i. current with cash payments on the Loan;
  - ii. eligible for forgiveness through service under Rule .0401; and
  - iii. otherwise in compliance with these Program Rules.
- (b) A Student for whom the opportunity for forgiveness is reinstated under this Rule .0404 may have the balance of the Student's Loan forgiven under Rule .0400 provided that the Student complies with Rule .0402.
- (c) If the Authority reinstates the Student's opportunity for forgiveness in accordance with this Rule .0404, the Authority shall not refund any cash payments remitted prior to the reinstatement.

## PART V

### CASH REPAYMENT

**.0500. Cash Repayment, Generally.** When the Authority determines that a Loan, or any portion thereof, cannot be forgiven under Part IV of the Program Rules, the Student shall repay the Loan to the Authority in cash in accordance with this Part V and the terms of the Promissory Note.

**.0501. Commencement of Cash Repayment.**

- (a) *After graduation from a Participating Institution.* If the Student graduates from the Participating Institution, the Student shall commence repayment of principal and interest no later than ninety (90) days following the earliest of:
- i. the graduation date, unless the Student has provided notice of intent to seek service forgiveness in accordance with Rule .0402(a); or
  - ii. the date on which the Authority notifies the Student that the Student's employment does not qualify for forgiveness of service under Part IV of these Program Rules; or
  - iii. the date on which the Student notifies the Authority that the Student does not intend to seek forgiveness through service; or
  - iv. the date on which the Authority determines that the Student will not be able to satisfy the requirements of Part IV of these Program Rules with regard to any portion of the Student's outstanding Loan.
- (b) *Upon termination of the Loan.* If the Loan is terminated prior to the Student's graduation, the Student shall commence cash repayment no later than ninety (90) days following the date on which the Loan is terminated. For the purpose of this Rule .0501(b), a Loan is terminated upon the occurrence of any of the following events:
- i. the Student withdraws from the program leading to teacher licensure for which the Loan was advanced without requesting an authorized deferment under Rule .0403 within ninety (90) days of such withdrawal; or
  - ii. the Student declines further funding under the Program without requesting an authorized deferment under Rule .0403; or
  - iii. determination by the Participating Institution or the Authority that the Student is no longer eligible for a Loan under Part II of these Program Rules and the Student does not request an authorized deferment under Rule .0403 within ninety (90) days of such determination; or
  - iv. the Student does not graduate with a degree from a Teacher Education Program from a Participating Institution.

**.0502. Accrual of Interest.** Each Loan shall bear and accrue interest at the rate set forth in the Promissory Note beginning ninety (90) days after graduation from the Teacher Education Program supported by the Loan or the date on which cash repayment is required under Rule .0501, whichever is earlier.

**.0503. Repayment Period and Terms.**

- (a) *Repayment Period; Monthly Installments.* When a Loan matures for cash repayment under Part V of these Program Rules, the Student shall be required to repay the Loan in each case according to a schedule of monthly installments established by the Authority that provides for payment of the Loan in full within ten years of the date on which cash repayment is commenced pursuant to Rule .0501.
- (b) *Extension of the Repayment Period.* The Authority may, upon the request of a Student, grant an authorized deferment based on documentation of an extenuating circumstance under Rule .0403(b) and thereby extend the repayment period for a Loan by the period of time covered by the authorized deferment.
- (c) *Forbearance at the Discretion of the Authority.* If the Student documents extenuating financial circumstances for the Authority, the Authority may reduce the Student's monthly payment temporarily and thereby extend the total period of time within which the Student will be required to repay the Loan in full.
- (d) *Maximum Term.* In no event, however, shall an authorized deferment, series of authorized deferments, or a temporary reduction in payments under this Rule .0503 operate to extend the repayment term beyond fifteen (15) years from the date on which repayment commenced.

## **PART VI**

### **LOAN CANCELLATION DUE TO DEATH OR DISABILITY**

#### **.0600. Death of Student.**

- (a) While the Student is enrolled in a program leading to teacher licensure. If a Student dies while the Student is enrolled in the Teacher Education Program supported by the Loan, the Authority shall cancel the Loan and not pursue a claim against the Student's estate.
- (b) After Graduation from a Teacher Education Program. If a Student dies after graduating from a Teacher Education Program at a Participating Institution, the Authority shall cancel the Loan and not pursue a claim against the Student's estate provided that the Student was either eligible for or pursuing forgiveness through service under Part IV of these Program Rules.
- (c) After commencement of cash repayment. If the Student is required to repay any Loan in cash under Part V of these Program Rules, the outstanding balance on the Loan may be recovered from the Student's estate or cancelled in the discretion of the appropriate division director of the Authority.

#### **.0601. Disability.**

The appropriate division director of the Authority is authorized to cancel an outstanding Loan upon a finding that the permanent disability of a Student creates the impossibility that the Student will be able to satisfy the requirements of Part IV of these Program Rules within seven years of graduation from or termination of enrollment in the program leading to teacher licensure supported by the Loan. Such finding must be documented by the opinion of a doctor of medicine or osteopathy that is legally licensed to practice in a state on a form prescribed by the Authority.

## PART VII

### PARTICIPATING INSTITUTIONS

**.0700. Administrative Agreement Required.**

- (a) In order to administer the Program on behalf of applicants for and Students receiving Loans, a Participating Institution shall enter into an Administrative Agreement with the Authority by which the Participating Institution agrees to provide such assurances, certifications, performances, reports, information, and documents as required by the terms of the Administrative Agreement, these Program Rules, or upon request of the Authority.
- (b) *Term of Agreement.* Each Administrative Agreement between the Authority and a Participating Institution, upon proper execution, shall remain in effect until it is terminated pursuant to the terms of the Agreement.

**.0701. Responsibilities of Participating Institutions.** In addition to the responsibilities set forth in Part III of these Program Rules, each Participating Institution shall be responsible for:

- (a) designating the director of financial aid or other designee as the primary contact between the Participating Institution and the Authority for the coordination of the Program with the availability of other financial aid and ensuring the Participating Institution's compliance with Part III of these Program Rules;
- (b) providing for the dissemination of information about and applications for the Program as directed by the appropriate division director of the Authority or such director's designee;
- (c) counseling applicants and Students about the Program as directed by the appropriate division director of the Authority or such director's designee;
- (d) determining residency status for tuition purposes;
- (e) informing potential applicants of the purpose of the Program and the requirements for Loan forgiveness under Part IV of these Program Rules;

**.0702. Audit Requirements.** Each Participating Institution shall be subject to an annual examination by the State Auditor and the Authority pursuant to the audit process designated by the Authority to determine whether the Participating Institution has complied with the terms of the Administrative Agreement and the applicable provisions of the Program Rules.

## **PART VIII**

### **PROGRAM ADMINISTRATION**

**.0800. The Authority as Program Administrator.** The appropriate division director of the Authority is hereby authorized and directed to develop, adopt and implement such policies, procedures and forms as necessary from time to time in order for the Authority to administer the Program in accordance with the Program Rules and in compliance with applicable State law.

**.0801. Interpretive Guidance.** The executive director or the appropriate division director of the Authority may, from time to time, issue guidance for interpreting the Program Rules in the form of policy memoranda or questions and answers. The Authority shall disseminate such interpretive guidance to all Participating Institutions. All interpretive guidance shall have the force and effect of these Program Rules pursuant to Rule .0800.

## PART VIII

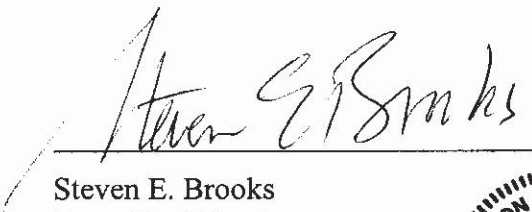
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**.0801. Interpretive Guidance.** The executive director or the appropriate division director of the Authority may, from time to time, issue guidance for interpreting the Program Rules in the form of policy memoranda or questions and answers. The Authority shall disseminate such interpretive guidance to all Participating Institutions. All interpretive guidance shall have the force and effect of these Program Rules pursuant to Rule .0800.

*I, Steven E. Brooks, Executive Director and Secretary of the Board of Directors of the Authority, DO HEREBY CERTIFY that the foregoing is a true and exact copy of the Rules Governing the Prospective Teacher Scholarship Loan Program as adopted by the Board of Directors of the Authority of July 25, 2006, and as approved as final pursuant to the authority delegated to me; these Rules are in full force and effect and have not been amended or rescinded.*

WITNESS my hand and seal of the Authority, this the 25<sup>th</sup> day of July, 2006.

  
Steven E. Brooks  
Executive Director

