

**RULES
OF
TENNESSEE STUDENT ASSISTANCE CORPORATION**

**CHAPTER 1640-01-17
TENNESSEE TEACHING SCHOLARS PROGRAM**

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1640-01-17-.01 INTRODUCTION.

- (1) These rules implement the Tennessee Teaching Scholars Program (TTSP) authorized by the Tennessee Teaching Scholars Act, T.C.A. § 49-4-212, in Public Chapter 392 of the 1995 Public Acts (hereinafter referred to as the "Act"). The Act provides for a forgivable loan program for exemplary students who desire to enter the teaching force in Tennessee. Participation in the program is limited to college juniors, seniors, and post-baccalaureate candidates admitted to teacher education programs in Tennessee. Persons receiving program awards who become public school teachers in Tennessee shall receive forgiveness of the program award balance based on one (1) year's teaching service for each year an award was received.
- (2) The Tennessee Student Assistance Corporation (TSAC) shall administer the program under the regulations and criteria developed jointly with the Tennessee State Board of Education and the Tennessee Higher Education Commission (THEC). TSAC shall provide the Tennessee Department of Education (TDOE) with rosters of program participants completing teacher education programs including their areas of teaching endorsements. TDOE shall use these rosters for assisting in job placement and in considering waiver requests from local education agencies.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Amendment filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013.

1640-01-17-.02 GENERAL.

- (1) Definitions. As used in these regulations (Chapter 1640-01-17):
 - (a) Academic year: A period of time, typically nine (9) months, and is composed of two (2) semesters.
 - (b) Act: T.C.A. § 49-4-212 as found in Public Chapter 392 of the Public Acts of 1995.
 - (c) Default: The failure of a recipient in repayment status to make installment payments for a period of two hundred seventy (270) consecutive days.
 - (d) Deferment: A period of time in which the student's payments may be postponed, pursuant to Rule 1640-01-17-.05(7).

(Rule 1640-01-17-.02, continued)

- (e) Eligible schools: Tennessee public schools approved by the Tennessee State Board of Education in which recipients may teach for cancellation credit towards their loans at a prekindergarten, kindergarten, elementary, or secondary level in Tennessee.
 - (f) Full-time teaching: A minimum of fifty percent (50%) of the recipient's weekly workload is devoted to teaching, exclusive of administrative, teaching assistance, after-school programs, counseling, or other assigned duties.
 - (g) Full year of teaching service: Two (2) semesters of full-time teaching. Recipients must teach at least ninety (90) days each semester, or one hundred eighty (180) days for the academic year.
 - (h) Grace period: A period of one (1) year that shall begin on the date the student completes his or her plan of study.
 - (i) Plan of study: A plan of enrollment within which the applicant may complete requirements for licensure in an eligible field of study. The plan is transferable among Tennessee higher education institutions provided such transfer is approved by the receiving institution.
 - (j) Promissory Note: A signed statement certifying the candidate's intent to become a teacher in a public school system of Tennessee at the prekindergarten, kindergarten, elementary, or secondary level and their obligation to repay the loan should they fail to fulfill the teaching requirements.
 - (k) Repayment period: A period of not more than ten (10) years in which the loan will be repaid and shall begin at the end of the grace period, or when TSAC determines that the recipient has not complied with the requirements of the Act.
 - (l) Satisfactory progress: A standard of progress toward completion of the pursued plan of study during which the student maintains at least a 2.75 cumulative grade point average (GPA) on a 4.0 scale or, if required by the teacher education program at the institution attended, a higher cumulative GPA.
 - (m) TSAC: Tennessee Student Assistance Corporation.
- (2) To be eligible for an award all undergraduate students must attend a Tennessee college or university on a full-time basis as determined by the institution's written policies, excluding periods of internship and/or student teaching. During such periods, undergraduate students must be enrolled at least half-time, but may be enrolled less than full-time if mandated by the written policies of the educational institution. Post-baccalaureate recipients must attend a Tennessee college or university on at least a half-time basis as determined by the institution's written policies.
 - (3) Funds received from this program are considered financial assistance for purposes of determining student assistance eligibility under programs authorized by Title IV of the Higher Education Act of 1965, as amended.
 - (4) All such loans shall be evidenced by notes payable to TSAC.
 - (5) Any applications received or approved shall be subject to the availability of funds.
 - (6) Applications must be submitted on TSAC-approved forms by April 15, which immediately precedes the academic year for which the student is applying. The April 15 cut-off date may be extended by the TSAC Associate Executive Director for Grant and Scholarship

(Rule 1640-01-17-.02, continued)

Programs should it be determined necessary for the purpose of utilizing all available funds.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Amendment filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013. Amendment filed December 27, 2013; effective May 31, 2014.

1640-01-17-.03 ELIGIBILITY.

- (1) The successful applicant must meet all of the following criteria:
 - (a) Be a citizen of the United States.
 - (b) Be a resident of Tennessee as defined by regulations promulgated by the Tennessee Board of Regents.
 - (c) Be admitted to or enrolled in a State-approved teacher education program at an accredited institution of higher education in Tennessee.
 - (d) Not be a licensed teacher, and not be employed, or previously employed, in a teaching position.
 - (e) Submit to TSAC a signed Promissory Note to teach full-time in a Tennessee public prekindergarten, kindergarten, elementary, or secondary school one (1) year for each year an award is received, or repay the loan should they fail to fulfill the teaching requirements.
 - (f) Submit to TSAC a letter of recommendation attesting to the student's commitment to teaching from an official of the teacher education program to which the student has been admitted.
 - (g) Not accept any financial aid that carries with it a conflicting service obligation. For the purposes of this program, participation in the Minority Teaching Fellows Program shall be considered as accepting aid that carries a conflicting service obligation.
 - (h) Submit a completed TSAC-approved application to TSAC by the established deadline.
 - (i) Submit to TSAC copies of all official college transcripts and the most recent test scores.
 - (j) Agree to inform TSAC in writing when any change occurs in name, address, or school enrollment, and provide supporting documentation. After obtaining teacher licensure, the recipient shall continue to notify TSAC of any change in name or address, and when he or she has obtained a teaching position, changed teaching assignments, or terminated teaching service.
 - (k) Not owe a refund or repayment on any grant, and is not in default on any loan, received at any postsecondary institution, under the provisions of Title IV of the Higher Education Act of 1965, as amended.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013.

1640-01-17-.04 METHOD OF SELECTION.

- (1) Each year that funds are available, preliminary ratings of applications will be made by the TSAC staff based upon criteria and rankings established by the Selection Committee, composed of representatives of the State Board of Education, the TDOE, THEC, a member of the Tennessee Association of Student Financial Aid Administrators (TASFAA) from a postsecondary institution, and the Executive Director of TSAC or his or her designee. The Selection Committee will then review the top rated candidates to determine the final selections.
- (2) The following priority groups have been established for this program:
 - (a) First priority shall be given to eligible renewal applicants who have maintained a cumulative GPA of at least 2.75 on a 4.0 scale, or higher if required by the teacher education program at the student's institution of higher education.
 - (b) Second priority shall be given to eligible non-teachers holding a bachelor's degree or higher who pledge to become teachers and who have at least a 2.75 cumulative GPA on a 4.0 scale for the highest degree attained, or a cumulative GPA of at least 2.75 on a 4.0 scale for graduate level studies, provided they have completed at least twelve (12) semester hours or the equivalent at the graduate level. A higher GPA may be required if mandated by the teacher education program at the student's institution of higher education.
 - (c) Third priority shall be given to eligible college juniors and seniors who possess a college cumulative GPA of at least 2.75, or higher if required by the teacher education program at the student's institution of higher education.
- (3) Until all qualified applicants from the higher priority group(s) who have submitted their applications by the deadline have been offered the award, no applicants from a lower group may be considered for selection.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013.

1640-01-17-.05 LOAN AMOUNT AND TERMS.

- (1) All loans shall be evidenced by promissory notes payable to TSAC. The maximum award available to any student shall be established by the Board of Directors of TSAC. If the recipient receives other educational assistance for the same period(s), the total assistance including this award is limited to the recipient's cost of attendance, as determined by the institution's financial aid office.
 - (a) For less than full-time study (twelve (12) semester hours), for undergraduate students in their final semester the amount of the award for one (1) academic year shall be determined based upon the following per term class load:
 1. 6-8 credit hours - 50% of the academic year amount.
 2. 9-11 credit hours - 75% of the academic year amount.
 - (b) For graduate students attending less than full-time, as determined by the institution, the amount of the award for one (1) academic year shall be determined based upon the following per term class load:

(Rule 1640-01-17-.05, continued)

1. half-time – 50% of the academic year amount.
 2. greater than half-time, but less than full-time – 75% of the academic year amount.
- (2) Funds will be sent by Automated Clearing House (ACH) to the institution's financial aid office or business office in the recipient's name and shall be disbursed on a semester pro-rata basis. The institution will be directed to deliver the funds to the recipient. Prior to disbursing the funds to the student, the institution shall ensure that the recipient is enrolled in a teacher education program for the number of hours for which the funds are being issued for the appropriate academic term, and is making satisfactory progress in accordance with the Act. If the recipient receives other educational assistance for the same period, the total assistance including this award is limited to the recipient's cost of attendance, as determined by the institution's financial aid office.
- (3) The awards may be transferred from one eligible institution of higher education to another provided that a TSAC-approved transfer form is submitted to TSAC.
- (4) Cancellation
- (a) For each year of full-time teaching service at an eligible school, as defined in these regulations, the recipient shall receive cancellation credit of one (1) academic year's award (the equivalent of two (2) semesters) toward repayment of the loan. If a recipient teaches in an eligible school that is high priority or on warning status as designated by the Tennessee Department of Education or the State Board of Education, the recipient's obligation will be canceled at a rate of one and one third (1 1/3) of the total annual award.
 - (b) Fractions of a year may be credited in one (1) semester or one-half (1/2) year increments toward cancellation for recipients who begin or end full-time teaching in the middle of an academic year in a Tennessee public school. At the end of such period, cancellation credit will be applied upon receipt of verification of the completion of such service.
 - (c) A grace period of one (1) year will be granted to allow the recipient the opportunity to secure employment to begin cancellation credit. When a recipient has obtained a full-time teaching position at an eligible school, some or all of the grace period may be waived at the recipient's written request.
 - (d) Recipients in teaching positions that qualify them for cancellation credit must notify TSAC of that teaching status. Individuals whom TSAC has determined to be in a full-time teaching position at an eligible school shall be granted a postponement on repayment to allow them the opportunity to complete a full year of teaching. At the end of such period, cancellation credit will be applied upon receipt of the verification of such service.
 - (e) The debt shall be canceled due to the death of the recipient upon documentation deemed acceptable by TSAC.
 - (f) If a recipient is determined to be totally and permanently disabled under the standards established by T.C.A., Title 8, Chapter 36, Part 5, for determining disability for members of the Tennessee Consolidated Retirement System, the outstanding debt shall be canceled. A recipient is not considered totally and permanently disabled on the basis of a condition that existed prior to his or her application unless the recipient's condition has substantially deteriorated since he or she submitted the application. If at

(Rule 1640-01-17-.05, continued)

any time subsequent to an initial determination of disability the recipient's condition improves to the point where a total and permanent disability no longer exists, TSAC may reinstate any outstanding debt previously canceled.

(5) Repayment

- (a) Repayment for recipients who complete the plan of study shall begin in the first month following the end of the grace period or upon demand by TSAC should TSAC determine that the recipient will not fulfill the service requirement. Interest shall begin to accrue September 1 after completion of the program.

The interest shall accrue at a rate of nine percent (9%) per annum. Repayment may be in whole or in monthly installments of at least one hundred dollars (\$100) over a period of not more than ten (10) years from the end of the grace period. Payments of less than the amount required to amortize the loan within ten (10) years may be made only if the recipient documents to TSAC's satisfaction his or her inability to make payments of that amount. All interest shall be based upon the unpaid balance of the loan. The accrued interest may be capitalized.

- (b) Repayment for recipients who fail to complete the funded plan of study shall begin upon demand by TSAC, or in the first month after TSAC has determined that the student is no longer enrolled in a teacher education program or other failure to comply with the terms of the agreement.

Repayment will include the full amount of the loan funds received plus interest accrued from the date TSAC has determined that the student is no longer enrolled in a teacher education program or other failure to comply with the terms of the agreement and shall be based upon an interest rate of nine percent (9%) per annum. Repayment may be made in whole or monthly installments over a period of not more than ten (10) years from the date of failure to complete the plan of study. All interest shall be based upon the unpaid balance of the loan. The accrued interest may be capitalized. If a borrower issues a check, draft, or warrant, which is subsequently returned to TSAC for reason of insufficient funds, a stop payment order by the issuer, or any other reason, the payment to which these funds was applied shall be reversed on the borrower's account and interest shall continue to accrue from the date of the last valid payment.

- (c) Repayment of principal and interest will be prorated for partial service cancellation to reflect each full academic year. Such repayment shall begin upon demand by TSAC, or in the first month following termination of the creditable teaching service. Repayment of the non-canceled portion of the loan may be made in whole or in monthly installments over the remaining months of the ten (10) year repayment period. All interest shall be based upon the unpaid balance of the loan. The accrued interest may be capitalized. Minimum monthly payments of one hundred dollars (\$100) will be required unless an exception as described in (5)(a) of this rule is granted.

- (d) If a recipient should re-enter teaching at an eligible school after commencing monetary repayment, the repayments already made cannot be returned to the recipient. However, any additional repayment balances that were not in arrears at the time of the reentry into teaching may be canceled by subsequent teaching service.

- (6) Repayment of principal may be deferred, but interest shall accrue, during any period while the recipient is enrolled at least half-time at an accredited institution of higher learning. The recipient may also be eligible for deferment during any period he or she is enrolled part time in a State-approved teacher education program at a Tennessee institution of higher education, and is making satisfactory progress toward teacher licensure in accordance with the institution's written policy, or in other extenuating circumstances as determined by the

(Rule 1640-01-17-.05, continued)

Associate Executive Director for Grant and Scholarship Programs of TSAC. To be eligible for deferment the recipient must request a deferment in writing and complete a TSAC-approved deferment form on a semi-annual basis.

- (7) Deferments must be verified on a semi-annual basis and supporting documentation shall be provided to TSAC if requested. A student may be granted a deferment based on one or more of the following reasons:
 - (a) Enrollment not seeking a teaching certificate: The student is still enrolled in an accredited institution but is no longer seeking a teaching licensure, and shall not exceed three (3) years.
 - (b) Enrollment seeking a teaching certificate: The student has not yet completed the requirements for a teaching licensure, is still enrolled at least half-time at an accredited postsecondary institution, is making satisfactory progress toward a teacher licensure, and shall not exceed four (4) years.
 - (c) Hardship: A period of time in which the recipient is unable to make payments due to financial, medical, or personal circumstances beyond the recipient's control, or other extenuating circumstances approved by the Associate Executive Director for Grant and Scholarship Programs. Such period of hardship shall not exceed two (2) years.
 - (d) Military duty: The student has been called into active duty and shall not exceed the time of deployment.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Amendment filed June 30, 2000; effective October 28, 2000. Amendment filed August 6, 2002; effective December 27, 2002. Amendments filed February 3, 2005; effective June 28, 2005. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013. Amendment filed December 27, 2013; effective May 31, 2014.

1640-01-17-.06 COLLECTIONS.

- (1) Due diligence requirements shall consist of the following:
 - (a) Provide the recipient with a signed copy of the promissory note.
 - (b) Notify the recipient of the repayment requirements during the grace period.
 - (c) Notify the recipient of repayment requirements during an approved period of deferment.
 - (d) Attempt to contact the recipient on no less than three separate occasions during the two hundred and seventy (270) day period in which no payments are received, beginning with the thirtieth (30th) day of delinquency and subsequent contacts no less than ninety (90) days apart.
- (2) TSAC's collection activity will begin when the recipient is no longer honoring the repayment obligation. TSAC will exercise due diligence to contact the student to resolve the delinquency.
- (3) TSAC will consider a recipient to be delinquent if the recipient fails to make an installment payment within thirty (30) days of the due date. Upon delinquency, TSAC will attempt to contact the recipient to give notice of the delinquency, inform the recipient of the consequences of default, and encourage the recipient to make payments as provided under the promissory note.

(Rule 1640-01-17-.06, continued)

- (4) TSAC will consider a recipient to be in default if the recipient fails make a payment for a period of two hundred seventy (270) consecutive days.
- (5) Once the recipient is in default, TSAC may take one or more of the following actions:
 - (a) Assign the defaulted loan(s) to a collection agency.
 1. Collection costs may be added to the defaulted loan at a rate not to exceed twenty (20%) of the original principal balance. Payments on the combined principal, interest, and collection costs shall not exceed an amount determined to be reasonable and affordable.
 - (b) Report to credit bureaus the default status of each loan.
 - (c) Make the student ineligible for state student aid programs.
 - (d) Submit an order of suspension, denial, or revocation to the appropriate licensing board for any Tennessee-issued professional license held by the recipient.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed March 1, 2013; effective August 29, 2013.

1640-01-17-.07 RESERVED.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and reserved status filed March 1, 2013; effective August 29, 2013.

1640-01-17-.08 APPEALS PROCEDURE.

- (1) TSAC shall provide written notice to a student of an adverse decision relative to a student's application for scholarship or scholarship award. A student who disagrees with such decision and wants the decision reviewed must request a review of the decision in writing. The student's request for review must be received by TSAC within ten (10) business days of the date of the written notice provided by TSAC. Such request shall include a statement of the reason or reasons for the request for review and all information supporting the student's position regarding the decision.
- (2) Review of the TSAC decision shall be made by the TSAC Associate Executive Director for Grant and Scholarship Programs, who shall issue a written decision to the student. A student who disagrees with such decision and wants the decision reviewed must request a further review of that decision in writing. The student's request for review must be received by TSAC within ten (10) business days of the date of the decision. Such request shall include a statement of the reason or reasons for request for review and all relevant supporting information.
- (3) Review of the decision of the TSAC Associate Executive Director for Grant and Scholarship Programs shall be made by the TSAC Executive Director, who shall issue a written decision to the student. A student who disagrees with such decision and wants the decision reviewed must request a further review of that decision in writing. The student's request for review must be received by TSAC within ten (10) business days of the date of the decision. Such request shall include a statement of the reason or reasons for request for review and all relevant supporting information.

(Rule 1640-01-17-.08, continued)

- (4) Review of the decision of the TSAC Executive Director shall be made by the TSAC Appeals Committee, who shall issue a written decision to the student. The decision of the TSAC Appeals Committee is the final administrative remedy. There shall be no right to judicial review of a decision of the TSAC Appeals Committee.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Repeal and new rule filed December 6, 2007, effective April 29, 2008. Repeal and new rule filed March 1, 2013; effective August 29, 2013.

1640-01-17-.09 REPEALED.

Authority: T.C.A. §§ 49-4-201, 49-4-204, and 49-4-212. **Administrative History:** Original rule filed February 7, 1996; effective June 28, 1996. Repeal of rule filed December 6, 2007; effective April 29, 2008.