STEP 1: Meet All Eligibility Requirements

- Be a U.S. Citizen or eligible non-citizen.
- Be enrolled in a credential or graduate program leading towards teaching. At San Jose State University, students enrolled in the [Multiple Subject](http://www.sjsu.edu/elementaryed/), [Single Subject](http://www.sjsu.edu/secondary/) and [Special Education](http://www.sjsu.edu/specialed/) Teaching Credential Programs may be eligible.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g., math courses for a student who intends to be a math teacher).
- Adhere to Satisfactory Academic Progress standards and maintain a Grade Point Average of 3.25 for each semester of disbursement.

STEP 2: Complete FAFSA

Submit an application for financial aid through [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) for the year you are applying to/enrolled in the teaching program. FAFSA opens beginning in January for the following academic year. For example, if you are applying to enter a credential program in F16 you may start your fafsa application beginning January 2016. Once SJSU receives your application, additional forms will be posted on your [http://my.sjsu.edu/](http://my.sjsu.edu/) account to fill out. You will only be able to access SJSU after you have submitted your application for admission through [http://www.csumentor.edu](http://www.csumentor.edu).

STEP 3: Complete the TEACH Grant Agreement to Serve (ATS) and TEACH Counseling

This part of the process is submitted electronically through the [Department of Education’s Federal Student Aid website](https://teach-ats.ed.gov/ats/index.action). You will be required to use your FSA ID to complete an ATS. If you do not have an FSA ID, you may create one [here](https://fsaid.ed.gov/npas/index.htm).

STEP 4: Disbursement of funds.

Individuals will be notified via their my.sjsu account about the status of award. The award notice will include information about grant and loan options.

- The fall disbursement of teach funds will begin to be disbursed after October 1st.
- The spring disbursement of teach funds will begin to be disbursed after February 24th.

CONDITIONS:

Each year you wish to receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve. Included with the TEACH ATS is the Entrance Counseling that is also required to be completed annually. The TEACH Grant Agreement to Serve specifies the conditions under which the grant will be awarded, the teaching service requirements, and includes an acknowledgment by you that you understand that if you do not meet the teaching service requirements you must repay the grant as a Federal Direct Unsubsidized Loan, with interest accrued from the date the grant funds were disbursed. Specifically, the TEACH Grant Agreement to Serve will provide that:

- For each TEACH Grant-eligible program for which you received TEACH Grant funds, you must serve as a full-time teacher for a total of at least four academic years within eight calendar years after you completed or withdrew from the academic program for which you received the TEACH Grant.
- You must perform the teaching service as a highly-qualified teacher at a low-income school. The term highly-qualified teacher is defined in section 9101(23) of the Elementary and Secondary Education Act of 1965 or in section 602(10) of the Individuals With Disabilities Education Act.
- Your teaching service must be in a high-need field. Go to link below for more information.
- You must comply with any other requirements that the Department of Education determines to be necessary.
- You must complete Exit Counseling shortly before ceasing attendance, or within 30 days of leaving school, withdrawing from a TEACH Grant-eligible program, or completing correspondence or study abroad program. Exit Counseling is available at [www.nslds.ed.gov](http://www.nslds.ed.gov).

View the following link to learn more about the Federal Student Aid TEACH Grant Program. ([http://www.sjsu.edu/faso/Types_AID/Grant/teach_grant/](http://www.sjsu.edu/faso/Types_AID/Grant/teach_grant/))

TEACH Grant Contact @ SJSU - ha.thai@sjsu.edu or anthony.bettencourt@sjsu.edu