

# Transition to Teaching Scholarship

## Frequently Asked Questions (FAQ)

Updated: October 4, 2024

Please review our Frequently Asked Questions for common questions, definitions, and clarifications. If you have any additional questions, please contact the Indiana Commission for Higher Education at [NextTeacher@che.in.gov](mailto:NextTeacher@che.in.gov). The FAQ includes:

- General Information
- Eligibility Requirements
- Application Procedures
- Selecting Recipients
- Scholarship Utilization
- Promissory Note
- Service Requirements

### General Information

#### What is the Transition to Teaching Scholarship?

The Transition to Teaching Scholarship is a scholarship that provides students interested in pursuing a career in education the opportunity to earn a one-time, non-renewable scholarship of **up to** \$10,000. In exchange, students agree to teach for five years at an eligible Indiana school or **repay** the corresponding, prorated amount of the scholarship plus interest.

#### How much is the scholarship?

The scholarship provides **up to** \$10,000.

- The \$10,000 is eligible to be applied towards the cost of the Transition to Teaching Program. If the Transition to Teaching Program costs less than \$10,000, the Transition to Teaching Scholarship will cover the cost for the Program and initial practitioner licensure (\$37.50).

#### Is this a scholarship or a loan?

The award is a financial aid scholarship with a service requirement, and should this requirement not be met; the scholarship will convert to a loan. Some forms of financial aid, such as loans, will require you to repay what you received, while other financial aid, such as grants, do not have to be repaid.

#### For what can the scholarship be used? Is it restricted to tuition and fees?

The scholarship may be used for your Transition to Teaching Program's tuition, fees, and initial practitioner licensure (\$37.50).



### Where can I use the scholarship?

The scholarship may be used at eligible [Transition to Teaching Programs](#).

### Eligibility Requirements

#### What are the eligibility requirements for the scholarship?

The applicant must:

- be an [Indiana resident](#) and U.S. citizen or [eligible non-citizen](#)
- possess a baccalaureate degree from an accredited postsecondary four (4) year institution;
- have enrolled in a Transition to Teaching program described in IC 20-28-4;
- be employed or volunteer at a K-12 school in the state of Indiana;
- agree in writing to:
  - complete a Transition to Teaching program described in IC 20-28-4 and obtain an initial practitioner license under IC 20-28;
  - teach for at least five (5) years in a public school or an eligible school (as defined in IC 20-51-1-4.7) in Indiana after obtaining the initial practitioner license under IC 20-28-4-6;
- be a member of a household with an annual income of one hundred thousand dollars (\$100,000) or less; and
- meet any other criteria established by the Commission.

#### Who can apply?

Applicants must be enrolled at an [eligible Transition to Teaching Program](#) during the 2024-2025 academic year.

#### Am I required to provide proof of income for the Transition to Teaching Scholarship?

The Indiana Commission will verify your household's income through the Indiana Department of Revenue. If additional documentation is required, the Indiana Commission will contact you.

### Application Procedures

#### Where do I apply?

Applicants may apply for the Transition to Teaching Scholarship [here](#).

#### What information do I need to provide on my application?

- Personal information (such as: your name, date of birth, and email address)
- Transition to Teaching Program
- Nomination Form

#### If I was denied the scholarship once, can I apply again?

Yes, denied applicants are welcome to apply for the scholarship again, provided all the eligibility requirements are met.



## **Selecting Recipients**

### **How are scholarship recipients determined?**

After the application closes, the Commission will review all applications and notify all applicants of their scholarship status via email.

### **Am I required to notify my Transition to Teaching Program about my Transition to Teaching Scholarship?**

You are welcome to notify your Transition to Teaching Provider about your Transition to Teaching Scholarship. Indiana Commission will also share this information with your Provider.

## **Scholarship Utilization**

### **What timeframe does the scholarship cover?**

The scholarship may be applied towards your Transition to Teaching Program costs during the following set of dates:

- **July 1, 2024 – August 1, 2025**

### **If I've enrolled into my Transition to Teaching Program prior to July 1, 2024, will the scholarship become retroactive?**

Unfortunately, the scholarship is not eligible for retroactive disbursement. The scholarship, however, is eligible to assist with your Transition to Teaching Program costs during the 2024-2025 academic year.

## **Promissory Note**

### **Why is a promissory note required for this scholarship?**

The scholarship has a five-year teaching obligation. The promissory note is a written agreement that upholds your commitment to teach for five years or **repay** the corresponding, prorated amount of your scholarship.

### **How do I complete the promissory note?**

The Commission's vendor Heartland ECSI will administer your promissory note. Recipients will receive an email from Heartland ECSI with a link and a PIN number to complete the promissory note. Any questions about the promissory note may be directed to Heartland ECSI Customer Service at 1-888-549-3274.

### **What information is contained within the promissory note?**

The promissory note collects the following information:

- Contact Information to be provided by you as the borrower
- Individual PIN Number, provided by ECSI
- Entrance counseling, loan terms and requirements
- Rights and responsibilities as the borrower
- Student information, next of kin, two references, provided by you as the borrower, to be used should you enter repayment and/or default on your loan
- Private education loan approval disclosure, self-certification information
- Signed promissory note and confirmation of receipt



### **Why does the promissory note list the Indiana Commission for Higher Education as my school?**

The promissory note is an agreement between the Indiana Commission for Higher Education and the scholarship recipient.

### **When will my scholarship funds be sent to my institution?**

The scholarship will be disbursed during the fall semester (late October or early November).

### **Service Requirements**

#### **How quickly am I expected to secure a teaching position?**

Once you've completed your program, you will receive a 6-month grace period. You may use this time to secure a position as a K-12 classroom teacher. If additional time is required, please email us at [NextTeacher@che.in.gov](mailto:NextTeacher@che.in.gov).

Once a teaching position has been secured, you may report your employment status to the Indiana Commission.

#### **How do I report that I am fulfilling the service requirement?**

You must submit a Deferment/Cancellation Form and Employment Verification Letter. The Employment Verification Letter (as mentioned in Section 4 of the Deferment/Cancellation Form) is a short letter written by your school which includes:

- Your start date;
- The name of the school at which you teach;
- The grade/subject in which you teach; and
- A few of your teaching duties

#### **If I don't teach for five years, how much of the scholarship will I pay back?**

Each year in which you teach as a classroom teacher, 20% of your scholarship will be canceled. If the five-year requirement is unfulfilled, you will be required to repay the prorated amount of your scholarship.

- If you've taught as a classroom teacher for three years, 60% of your scholarship will remain canceled, but the remaining 40% of your scholarship will become a loan, plus 7% interest.

#### **Do I have to teach in Indiana?**

Recipients must teach at an [eligible Indiana school](#) for five years. Recipients are not required to teach at the same school for all five years.

#### **What subjects and grade levels can I teach?**

Per statute, recipients are permitted to teach any subject for grades Kindergarten through 12<sup>th</sup>. Pre-K or younger grade levels are not eligible to fulfill the teaching requirements.

