Enclosed, please find information and an application for a 0% interest loan which, under certain conditions, may be forgiven up to 75%. In order to apply for the loan, please complete these steps:

1. Complete Section A of the UTSA Education Loan Forgiveness Program 2012-2013 Application. Fax, mail, or deliver the Application to the Student Teaching office, North Paseo Building 1.204. Forms should be received in the Student Teaching office no later than **5:00 p.m., Monday, December 3, 2012**. Because Application Forms will be date-stamped as they are turned in, you are encouraged to turn in your form **before** December 3, 2012.

2. Make sure you have submitted a FAFSA to the Office of Student Financial Aid and Enrollment Services for the 2012-2013 award year.

3. All student teachers are eligible to apply. Priority will be given to financial need status and critical shortage field status. Critical shortage fields are deemed by the state to be: Math, Science, Special Education, Languages other than English, and ESL/Bilingual Education.

4. The Student Teaching Office will forward all Applications to the Office of Student Financial Aid after December 3, 2012. The Office of Student Financial Aid will prioritize the applications based on awarding priority, send notice of the award to the students, and then send a Promissory Note to the students. The funds will be disbursed when the Office of Student Financial Aid receives the completed Promissory Note from the student.

Up to 75% of this loan may be forgiven for students meeting certain conditions. Those conditions are:

1. For each complete year that you teach in a critical shortage field **AND** at a school listed as having a critical shortage of teachers, **10-20%** of the loan may be forgiven, up to **75%** of the total.

2. For each complete year that you teach in a critical shortage field **OR** at a school listed as having a critical shortage of teachers, **10%** of the loan may be forgiven, up to **50%** of the total.

Questions regarding the UTSA Education Loan Forgiveness Program may be addressed to: Kelleebeth Norman, Kelleebeth.norman@utsa.edu, Office of Student Financial Aid, 210-458-7691. Please note that E-mail sent to the Office of Student Financial Aid must be sent on students’ myUTSA E-mail accounts or it will not be acknowledged.