**Campus Directors**

**Teaching Fellow Exit Information**

When a Teaching Fellow **graduates** from the Teaching Fellows Program please advise them of the following:

1. The student should contact Katie Gibson at CERRA (800) 476-2387 M(gibsonk@winthrop.edu) with any questions or special circumstances. The student will receive a packet of information in late May that includes a loan cancellation form, a grace year form, and a graduate school deferment form. These forms are also available on the CERRA website.
2. It is the responsibility of the student to keep updated contact information on file at CERRA. A contact information update form is available online for students to use at any time. If a student’s contact information changes, this form should be completed and mailed or faxed to CERRA. The prom note states that *“Failure to notify CERRA of a change in the Fellow’s name, address, telephone number or school enrollment status within thirty (30) days of the change”* can be considered default and the student’s account can be moved to repayment (Winthrop) by funds instead of repayment by service and may result in late fee charges.
3. Graduated Fellows repaying loans by teaching in a public school in SC must send a loan cancellation/deferment form signed by their district to CERRA each year. Fellows receive a packet of forms and loan cancellation information each May until their loan has been satisfied. Loan cancellation forms not mailed or scanned and emailed by the deadline stated in the packet may result in the account moving to repayment (Winthrop) by funds instead of repayment by service and may result in late fee charges.
4. Once a student completes all required teaching service, he or she will receive a notice stating that the loan has been satisfied.
5. Please caution Fellows to follow up on any paperwork sent to the district and not to assume anything is forwarded to CERRA automatically. If the Fellow moves out of state or decides not to repay by teaching in South Carolina they should notify CERRA for further instructions.

When a Teaching Fellow **resigns, is withdrawn by the Campus Director, or is terminated by CERRA** please advise them of the following:

1. Keep current contact information on file at Winthrop. Winthrop University handles all repayment of loans for the state of South Carolina Teaching Fellows Program. Please contact (803) 323-2522 or email Yas Kirkwood at (kirkwoody@winthrop.edu).
2. Accounts can be deferred as long as the student is an undergrad (approximately 4-5 year deferral). Enrollment verifications must be sent to Winthrop each fall *and* spring semester in order to keep the accounts deferred. If the enrollments are not received on time, the account will move to repayment and the students will begin to receive invoices from the billing service- currently Universal Accounting Service.
3. Students who resign, are withdrawn, or are terminated from the program may NOT repay any part of the loan by service a South Carolina public school teacher.
4. Students who resign, are withdrawn, or are terminated from the program; forfeit the ability to defer while in graduate school.
5. Once the accounts are moved from CERRA to Winthrop for repayment, the former Fellow will be mailed a letter containing all repayment information, including payment information, interest rate and deferral information. The letter is mailed to the most current address we have on file. It is the student’s responsibility to update their address as needed.
6. The Parent/Surety on the Teaching Fellow loans are held liable as well as the student and will receive loan information, if the account is not kept up to date and payments made on time.
7. Teaching Fellow loans will move to collections after three months of not receiving payments. The loans will be reported to the credit bureau after 60 days.
8. Teaching Fellow loans are not dismissed by bankruptcy.
9. Teaching Fellow loans *can* be consolidated with other student loans, but only at companies that will consolidate private loans.
10. Teaching Fellows loans are different from standard student loans in the fact that they must be paid off in 7 years, not 10-25 years like most standard student loans, resulting in higher monthly payments.

**Graduates:**  **Withdrawals:**

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