**Campus Directors**

**Teaching Fellow Exit Information**

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

1. The graduate should contact CERRA’s Program Specialist, Katie Gibson, at (803) 323-4032 extension 6416 or at teachingfellows@cerra.org, with any questions or special circumstances. The student will receive a packet of information in late May/early June. We will include links to all required forms. The forms also are available on the CERRA website at <https://www.cerra.org/teaching-fellows-forms.html>.
2. It is the graduate's responsibility to keep updated contact information on file at CERRA. A contact information update form is available online at <https://www.cerra.org/teaching-fellows-forms.html>. The promissory 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 CERRA can move the account to repayment by monetary means. Late fees may be assessed.
3. Teaching Fellows who graduated in good standing from the Program and are repaying their loan by teaching in a South Carolina public school must submit a “Loan Cancellation and Deferment” form, signed by their district, to CERRA each year. Fellows receive a packet of loan cancellation information following their graduation. They receive an email reminder with links to the required forms every year until their loan has been satisfied. Failure to return loan cancellation forms by the established deadline may result in the account moving to repayment by monetary means. The “Loan Cancellation and Deferment” form is available online at <https://www.cerra.org/teaching-fellows-forms.html>.
4. Once a Teaching Fellow completes all required teaching service, they will receive a notice stating that the loan has been satisfied.
5. Please caution Teaching Fellows to follow up on any paperwork sent to the district and not assume anything is automatically forwarded to CERRA. If the Fellow moves out of state or decides not to repay by teaching in SC, they should contact Katie Gibson 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When a Teaching Fellow **resigns, is withdrawn by the Campus Director, or is terminated by CERRA,** please advise them of the following: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. It is the student’s responsibility to keep current contact information on file with CERRA. Students should contact CERRA’s Accounts Analyst, Ms. Arlene Crisco, at (803) 323-4032, x6414 or email at teachingfellowsrepayment@cerra.org to update their contact information.
2. Accounts can be deferred if the student is enrolled full-time in an undergraduate program and has not had a break in attendance. Enrollment verifications must be sent to CERRA each fall *and* spring semester 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.
3. Students who resign, are withdrawn, or are terminated from the Program may NOT repay any part of the loan by service as 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 into repayment by monetary means, the former Fellow will be mailed a letter containing all repayment information, including the interest rate applied and the deferment options. The letter is sent 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 are not made on time.
7. Teaching Fellow loans will move to collections after three months of non-payment. 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 because they must be paid off in 7 years, not 10-25 years like most standard student loans, resulting in higher monthly payments.

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

Katie Gibson Arlene Crisco

Program Specialist Account Analyst

CERRA - South Carolina CERRA – South Carolina

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