**Client First and Last Name**

**Client Street Address**

**Client City, State Zip Code**

**Client First Name,**

We would like to thank you for completing your student loan counseling session with Take Charge America (“TCA”). If at any point you have additional questions or need further assistance, please do not hesitate to call our Student Loan Department. Our phone number is **877.784.2008** and our email is **studentloans@takechargeamerica.org**.

Please review the following summary outlining the details of the comprehensive counseling session for your Student Loans.

**loan summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Servicer** | **Loan Type** | **Loan Status** | **Balance** | **Interest Rate** |
| (insert name of servicer here) | (insert type of loan here) | (insert loan status here) | (insert loan balance here) | (insert interest rate here) |
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|  |  |  |  |  |
| **TOTAL** | | | **$(insert total)** |  |

**teacher loan forgiveness**

Teacher Loan Forgiveness for Stafford Loans is available to new borrowers (as of 1998) who teach in a qualifying elementary or secondary school for 5 consecutive years. Depending on the subject you teach, you may be eligible for either $5,000 to $17,500 in loan forgiveness.

**To qualify for $17,500 in forgiveness, you must meet the following criteria:**

* A full-time highly qualified special education teacher for elementary or secondary school for children with disabilities.
* A full-time highly qualified mathematics teacher for secondary school students.
* A full-time highly qualified science teacher for secondary school students.

**To qualify for $5,000 in forgiveness, you must meet the following criteria:**

* A full-time secondary education teacher in a subject area relevant to your academic major, or a full-time highly qualified secondary education teacher.
* A full-time elementary education teacher who demonstrated knowledge and teaching skills in reading, writing, mathematics, and other areas of the elementary school curriculum, or a full-time highly qualified elementary education teacher.

To confirm that your school is considered a qualifying school for Teacher Loan Forgiveness, you can view the Teacher Cancellation Low Income Directory: [www.tcli.ed.gov/](http://www.tcli.ed.gov/)

You will need to submit the [Teacher Loan Forgiveness Application](http://ifap.ed.gov/dpcletters/attachments/GEN1216Attac18450059TLFAppFINALExp20140531.pdf) after completing five consecutive years of teaching at a qualifying school. Under section 2 you will need to select the type of teacher you were at your school. You will also need to indicate whether or not you have previously applied for forgiveness under the Teacher Loan Forgiveness Program. You will sign under Borrower’s Signature in section 2.

Section 3 is to be completed by either the principal, vice principal, or superintendent of your school. Once completed, you can send this form to your loan servicer(s) for processing.

**other recommendations**

* If you return to school, you also qualify for an in-school deferment. Be sure to contact your servicer to request this deferment.
* Set up payments on automatic-debit to take advantage of a 0.25% reduction in your interest rate.
* Stay in touch with your loan servicer and update your contact information if you move so you do not miss any important paperwork.
* You may consider speaking with a tax advisor to ask about taking advantage of tax deductions related to the repayment of your student loans.
* Stay organized. Keep all of your student loan paperwork for your records.

**Budget**

We highly recommend that you review the budget you created with your ClearPoint counselor.  We encourage you to look into the resources and recommendations made by your counselors to further assist you in handling your finances.  If TCA can be of further assistance do not hesitate to contact us at <http://www.takechargeamerica.org/> or call 866-528-0588.

Take Charge America appreciates you utilizing our service to assist with your student loan needs. Please let us know how we are doing and pass along our information to your friends and family who may also be struggling with their student loan payments.

Sincerely,

*(insert counselor name here)*

877-784-2008

[studentloans@takechargeamerica.org](mailto:studentloans@takechargeamerica.org)