

# Transition to Teaching Scholarship

## Frequently Asked Questions (FAQ)

Updated: January 17, 2025

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-me, 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 an approved 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).

#### **How much will I receive?**

The scholarship will equate to program costs incurred during the eligibility period (up to \$10,000).

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

The Transition to Teaching Scholarship is a scholarship program with a five-year service requirement. If the five-year service requirement is not fulfilled, the prorated amount of the scholarship will become a loan plus interest.



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### **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 fee (\$37.50).

### **Where can I use the scholarship?**

The scholarship is eligible to be applied towards program costs at [approved Transition to Teaching Programs](#).

### **Eligibility Requirements**

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

The applicant must:

- 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; and
- 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;
- meet any other criteria established by the Commission.

#### **Who can apply?**

Applicants that are enrolled at an [eligible Transition to Teaching Program](#) are encouraged to apply.

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

No. The Commission will conduct the income verification process on your behalf. If additional information is required, the Commission will request the necessary documentation via email.

### **Application Procedures**

#### **Where do I apply?**

The application has closed for the 2024-2025 academic year.

#### **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?**

The scholarship is awarded on a first-come, first-served basis. However, per statute, applicants with a household income of \$100,000 or less will be prioritized for selection.



## **Scholarship Utilization**

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

The scholarship may be applied towards program costs incurred during the eligible award period.

### **I began my Transition to Teaching Program prior to the award's start date. Can the scholarship cover the costs?**

Unfortunately, the scholarship is not eligible to be applied towards costs incurred prior to the award's start date.

## **Promissory Note**

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

The promissory note is a legally binding written agreement by which the scholarship recipient agrees to the terms of the scholarship.

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

Heartland ECSI will administer your promissory note via email. Selected 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 at 1-888-549-3274.

### **What information is collected by the promissory note?**

The promissory note collects the following information:

- Contact information;
- Individual PIN Number, provided by ECSI;
- Entrance counseling, loan terms, and requirements;
- Rights and responsibilities;
- Student information, next of kin, and two references;
- Private education loan approval disclosure;
- Self-certification information; and
- Signed promissory note and confirmation of receipt

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

A promissory note is a legal agreement between a borrower (the scholarship recipient) and a lender (Indiana Commission for Higher Education) that details the terms of the agreement.

## **Service Requirements**

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

Each recipient receives a 6-month grace period (deferment) following program completion.

### **How do I report that I am fulfilling the service requirement to avoid being billed?**

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 an administrator at your school which includes:



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

Please return **both** documents to [NextTeacher@che.in.gov](mailto:NextTeacher@che.in.gov) for processing.

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

Each year that you teach as a full-time classroom teacher at an eligible K-12 school, 20% of your scholarship will be canceled. The remaining, uncanceled portion of your scholarship will become a loan.

- For example: You've taught as a classroom teacher for three years, and a 60% cancellation has been applied towards your balance to credit you for your service. The remaining 40% will convert to a loan, plus 7% interest.

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

Yes. Recipients may teach at any [eligible Indiana school](#) to fulfill the five-year service requirement. However, 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.

