



**WASHINGTON STUDENT
ACHIEVEMENT COUNCIL**
EDUCATION › OPPORTUNITY › RESULTS

Educator Workforce

Program Manual for Financial Aid Administrators 2024-25

March 2024

Washington Student Achievement Council
Student Financial Assistance Staff

*EDUCATOR WORKFORCE OPERATIONS –
AWARDING, PAYMENTS, REPORTING, AND REPAYMENT*

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Contents

PROGRAM DESCRIPTIONS & APPLICATION INFORMATION.....	2
Educator Workforce Program Overview	2
Conditional Scholarships	2
Grants.....	2
Program Descriptions and Application Information.....	2
Alternative Routes Conditional Scholarship	2
Pipeline for Paraeducators Conditional Scholarship	3
Educator Retooling Conditional Scholarship.....	4
Teacher Shortage Conditional Scholarship	5
Student Teaching Grant.....	6
INSTITUTIONAL CERTIFICATION & VERIFICATION PROCESSES	7
Certification	7
Verification	9
Links	9
PAYMENTS.....	10
Lump-Sum Payments	10
Term-by-Term Payments.....	10
Other	10
Required Student Directive for Private Institutions	10
REPAYMENT	11
General Policy.....	11
Examples	11
Conditional Scholarship.....	13
Other	13
REPORTING.....	14
APPENDIX A. QUICK LOOK CHART.....	15
APPENDIX B. DEFINITIONS.....	16
APPENDIX C. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS	19

PROGRAM DESCRIPTIONS & APPLICATION INFORMATION

Educator Workforce Program Overview

The Washington State Educator Workforce Program (EWP) provides a suite of financial aid opportunities to develop and support the educator workforce, including conditional scholarships and grants. These programs are administered by the Washington Student Achievement Council (WSAC). The EWP seeks to address college affordability barriers, prioritize support for individuals from groups that are traditionally underrepresented in the teaching workforce, and incentivize teaching in shortage areas.

Each of the programs in the EWP is designed to support specific types of teaching candidates, such as paraeducators interested in becoming teachers, current teachers interested in adding an endorsement, or teacher candidates who are student teaching. There are two main types of programs: conditional scholarships and grants.

Conditional Scholarships

In return for conditional scholarships, participants agree to teach in Washington K-12 public schools in full-time, part-time, or substitute positions. One year of program loans are forgiven for every two years of full-time certificated qualified teaching service in an approved education program or for one year full-time certificated qualified teaching in a shortage area.

Award amounts do not need to be prorated for students attending half-time or three-quarter time. Funds can be applied to any term in the academic year. Allowable uses of a conditional scholarship include the costs of attendance, such as tuition, room, board, and books. The award of a conditional scholarship may not result in a reduction of a participant's federal or other state financial aid.

Grants

The Student Teaching Grant is currently the only grant in the EWP. Students who receive this grant do not owe a service obligation. Award amounts do not need to be prorated for students attending half-time or three-quarter time. Funds can be applied to any term in the academic year. Allowable uses of a grant include the costs of attendance, such as tuition, room, board, and books. The award of a grant may not result in a reduction of a participant's federal or other state financial aid, but it may result in the reduction of a participant's conditional scholarship award.

Program Descriptions and Application Information

Alternative Routes Conditional Scholarship

Description

Established in 2001, this program is designed for career changers and for individuals already working in the school system who want to transition to full-time teaching. Compared to traditional educator preparation programs (EPPs), alternative routes tend to be shorter, more convenient, more affordable, and more practically oriented.

Alternative Routes participants can receive an annual award of up to \$8,000 for up to two academic years, although renewals are not guaranteed. Participants who fail to follow through on their qualified teaching service are required to repay their program loans with interest and fees.

This program is managed in partnership with the Washington Professional Educators Standards Board (PESB).

Application

An applicant must be accepted into and maintain enrollment in an Alternative Route teacher certification program and intend to pursue an initial teacher's certificate with an endorsement in a shortage area. The applicant must be enrolled at least half-time and be maintaining Satisfactory Academic Progress. Applicants cannot be pursuing a degree in theology.

Participants are selected by alternative route providers that have been awarded block grants through the Professional Educator Standards Board (PESB). WSAC does not manage the application process.

Pipeline for Paraeducators Conditional Scholarship

Description

Established in 2007, this program provides financial support to classified instructional staff with at least one year of successful student interaction or students who have completed two years of the Recruiting Washington Teachers program to pursue an Associate of Arts (AA) degree. The AA degree must be a direct transfer degree and be obtained through a Washington community or technical college (CTC). Recipients must intend to pursue an initial teacher certificate with an endorsement in a shortage area via a Washington PESB-approved EPP.

Pipeline for Paraeducator participants can receive an annual award of up to \$4,000 for up to four years, although renewals are not guaranteed. Participants who fail to follow through on their qualified teaching service are required to repay their program loans with interest and fees.

Application

The applicant must be accepted into and maintain enrollment for no more than the equivalent of four full-time academic years at a community or technical college. They must not have earned a college degree and intend to pursue an initial teacher certificate with an endorsement in a shortage area via an approved teacher program. The applicant must be enrolled at least half-time and be maintaining Satisfactory Academic Progress (SAP).

The applicant must provide documentation from their school district of one year of successful student interaction and leadership as a classified instructional employee or completion of two years of a Recruiting Washington Teachers program.

The applicant must file the current FAFSA or WASFA. Applicants cannot be pursuing a degree in theology.

Applications are accepted on a rolling basis. To apply, applicants must:

- Complete the [Pipeline for Paraeducators Online Application](#);
- Submit an Administrator Letter of Support (MSWord or PDF); and
- File the current FAFSA or WASFA (must submit within 10 days of submitting WSAC application).

Educator Retooling Conditional Scholarship

Description

Established in 2007, this program provides financial support to Washington State certified teachers who seek to expand their knowledge and skills by adding endorsements in subject or geographic shortage areas.

Educator Retooling participants can receive an annual award of up to \$3,000. Participants who fail to follow through on their qualified teaching service are required to repay their program loans with interest and fees.

Application

The applicant must hold a current Washington teacher certificate (Residency, Professional, or Continuing) or an expired Washington teacher certificate issued after 2005. The applicant must pursue an additional endorsement in a shortage area.

They must take one of the following pathways to add the endorsement that must be completed in the equivalent of one full-time academic year.:

- Endorsement test only; or
- Completion of an add-on endorsement program at a college or university (and test).

The applicant must file the current FAFSA or WASFA. Applicants cannot be pursuing a degree in theology.

Applications are accepted on a rolling basis. To apply, applicants must:

- Complete the [Educator Retooling Online Application](#);
- Submit an Administrator Letter of Support or Letter of Personal Statement (MSWord or PDF);
- Submit documentation of one year of successful student interaction and leadership or completion of two years of a Washington Teachers program; and
- File the current FAFSA or WASFA (must submit within 10 days of submitting WSAC application).

Teacher Shortage Conditional Scholarship

Description

The Teacher Shortage Conditional Scholarship program was established by the Washington State legislature in 2016 with the purpose of encouraging individuals to become teachers by providing financial aid to EPP candidates who commit to teaching in designated shortage areas.

Teacher Shortage recipients can receive an annual award of up to \$8,000 for up to four academic years, although renewals are not guaranteed. The award is split over the enrolled terms proportionate to the student's enrollment. The maximum award per semester is \$4,000. The maximum award per quarter is \$2,667.

Application

Applicants must be accepted into, and maintain enrollment in, a PESB-approved EPP leading to an initial teacher certificate (generally the applicant will be enrolled as a junior or senior in undergraduate studies or graduate school). Applicants must intend to pursue an initial teacher certificate with an endorsement in a shortage area. The applicant must be enrolled at least half-time and be maintaining SAP.

Applicants must not owe a repayment to any state or federal grant or scholarship nor be in default on a state or federal student loan. Having student loans is acceptable so long as the applicant is in good standing.

Please note that there is no Washington residency requirement for this conditional scholarship eligibility. However, recipients should apply only if they are confident in their ability to fulfill the Washington teaching service obligation to avoid monetary repayment.

The applicant must file the current FAFSA or WASFA. Applicants cannot be pursuing a degree in theology.

Applications are accepted at least twice per academic year, generally in April for the upcoming academic year and again in September for the current academic year. To apply, applicants must:

- Complete the Teacher Shortage Conditional Scholarship online application; and
- File the current FAFSA or WASFA (must submit within 10 days of submitting WSAC application).

Student Teaching Grant

Description

The Student Teaching Grant program was established by the state of Washington in 2016 to help support EPP candidates during their student teaching at Title I public schools in Washington State.

Student Teaching recipients can receive a one-time award of up to \$8,000. The grant is intended to be paid as a one-time lump sum payment. The grant is designed to help meet the student's financial need and to reduce reliance on student loans. Award amounts may be reduced if the student has lower financial need due to receiving other federal and state grant aid. This award may be used to replace student loans not to exceed need.

Application

Applicants must be enrolled in a PESB-approved EPP leading to full residency certification. This includes any of the approved programs, regardless of program type (i.e., undergraduate, graduate, certificate only). The applicant must be enrolled at least half-time and be maintaining SAP.

Applicants must be student teaching at a Title I public common school in Washington during the dates specified by WSAC in the application cycle.

This is a need-based grant. The applicant must file the current FAFSA or WASFA. Applicants must demonstrate financial need through the FAFSA or WASFA, meeting the following criteria:

- Must demonstrate financial need based on WCG criteria; and
- Have unmet financial need after considering other state and federal grant aid received.

Applicants must not owe a repayment to any state or federal grant or scholarship nor be in default on a state or federal student loan. Having student loans is acceptable so long as the applicant is in good standing.

Applications are accepted at least twice per academic year, generally in April for those students teaching in summer or fall and in September for those students teaching in winter or spring. To apply, applicants must:

- Complete the Student Teaching Grant online application; and
- File the current FAFSA or WASFA (must submit within 10 days of submitting WSAC application).

Applicants cannot be pursuing a degree in theology.

INSTITUTIONAL CERTIFICATION & VERIFICATION PROCESSES

Currently, two of the EWP require certification by Financial Aid Administrators (FAAs): Teacher Shortage Conditional Scholarship and Student Teaching Grant. The following Certification and Verification instructions are only for those two programs.

Certification

Once WSAC has selected potential recipients, WSAC will send certification request to the applicants' institution using WSAC's secure Portal. The certification requires FAAs to:

- Verify student's enrollment in the institution's educator preparation program.
- Verify student is meeting SAP.
- Provide values for Cost of Attendance, Expected Family Contribution, Total Grants and Scholarships (minus TEACH), and Federal TEACH Grant (if applicable).
- Provide student's grade level and estimated enrollment for the entire academic year.
- Submit any relevant comments pertinent to the awarding process.

Follow these steps to complete the certification:

1. Select a student who needs to be verified. If a student needs to be certified, the word "Certification" will appear in the "Action Required" column.

Action Required? ▾
Verification
Verification
Certification

2. Indicate if the student is maintaining Satisfactory Academic Progress (SAP) according to your institution's policy. Select Yes or No.

Student is Maintaining Satisfactory Academic Progress?
<input checked="" type="radio"/> Yes
<input type="radio"/> No

If a student is currently in an appeals process or there is another important issue that pertains to SAP, please describe it in the Comments at the bottom of the page.

3. Input the required values. Please ensure all financial aid values align with enrollment (i.e., if student is not enrolled full time for the year, adjust COA and EFC accordingly).

Please ensure the values you provide align with the Expected Enrollments below.	
Cost of attendance	26572
Expected family contribution	1182
Total grants and scholarships (excluding TEACH)	17099
Federal TEACH grant	0

4. Input expected enrollment for the academic year. If the student's enrollment is not known for the academic year, please provide an estimate based on past and current enrollment. There will be opportunities to adjust the enrollment during the academic year.

Expected Enrollment

Grade level	Graduate
Summer 1	Not enrolled
Fall	Full time
Winter	Full time
Spring	Full time
Summer 2	Not enrolled

5. Indicate if the financial aid information provided in is final, estimated, or other. If Other, please explain in the Comments section at the bottom of the page. WSAC will follow up to finalize the award, as needed.

Is this Financial Aid final, estimated, or other (if other, please explain)?

Final
 Estimated
 Other

6. Check the student's estimated award(s) to their unmet need in your records. If something seems wrong, please add a Comment and/or contact us (teachers@wsac.wa.gov).

Summary

Estimated Awards

STG	\$8,000
TSCS	\$8,000

Calculated Values

- Unmet Need: \$43,925
- Annual Enrollment Full Time Equivalence (FTE): 1.00

These values are strictly estimates. There may be cases where non-need-based awards are approved.

7. Add important comments related to the student's financial aid information, enrollment, SAP status, or any other pertinent information. WSAC will follow up, as needed.

8. Select "Certify" to submit the completed form.

Comment

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients' financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly.

The verification screen is like the certification screen. Follow these steps to complete the verification:

1. Select a student who needs to be verified. If a student needs to be verified, the word "Verification" will appear in the "Action Required" column.
2. Adjust any of the information that has changed since the student's record was certified.
3. Select "Verify" to submit the completed form.

Action Required? ⚡
Verification
Verification
Certification

Links

[Portal Certification and Verification Homepage](#)

[WSAC Resources for Financial Assistance Administrators](#)

PAYMENTS

Lump-Sum Payments

For the Alternative Routes Conditional Scholarship, Pipeline for Paraeducators Conditional Scholarship, and Student Teaching Grant programs, awards are paid to institutions in one lump sum. The PPCS applications are accepted on a rolling basis and funds may be paid to institutions at various times of the year depending on when applications are submitted. The ARCS and STG applications are accepted during defined application cycles and payments will be sent together for groups of awardees, unless unique circumstances require payments for one or more students to be sent separately.

These payments must be applied to the student's account as soon as possible and are meant to be paid out as a onetime, lump-sum payment. The funds can be used for costs of attendance, such as but not limited to tuition, fees, room, and board. If the funds are not going to be paid out in a onetime, lump sum, please notify WSAC of the timing of payments and the reason.

You will not be able to access the 2024-25-year funds until all funds due to WSAC are received and processed and your 2024-2025 Participation Agreement Renewal has been approved.

Term-by-Term Payments

For the Teacher Shortage Conditional Scholarship program, WSAC disburses term-by-term payments after initial certification and then after subsequent term verifications are completed. The award is split over the enrolled terms proportionate to the student's enrollment.

These payments must be applied to the student's account as soon as possible. The funds can be used for costs of attendance, such as but not limited to tuition, fees, room, and board.

You will not be able to access the 2024-25-year funds until all funds due to WSAC are received and processed and your 2024-2025 Participation Agreement Renewal has been approved.

Other

For the Educator Retooling Conditional Scholarship, WSAC disburses funds directly to students. These funds are not considered part of the student's financial aid package and are not reported on the Unit Record Report.

Required Student Directive for Private Institutions

Private institutions must use WSAC's Student Directive Form to record a student's decision on where to apply their financial aid payment. The student's financial aid payment can be deposited directly into a student's account, or disbursed in the form of a check, based on their choice on the directive. For a copy of the student directive, see [Appendix C](#).

- Institutions must not coerce or influence the student's choice of where to apply their financial aid payment.
- The directive remains in effect for the duration of the student's continuous enrollment at the institution, excluding approved leaves of absence and summer terms. A new directive is required if the student is not continuously enrolled.

- Institutions must allow students to change their minds at any time, prior to disbursement, and always follow their current directives.
- Institutions must remind students once a year that their current directive is still in place and that they may change it.

The institution may not withhold or delay the disbursement of state aid due to any student debt, including tuition, fees, or fines owed the institution.

REPAYMENT

General Policy

Students who attend classes at the level their award was calculated do not owe a repayment, regardless of if the student withdraws during or after the tuition refund period. Instead, these students owe service or loan repayment as part of the requirements of the conditional scholarships.

Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start of the term, fail to commence attendance in all classes for which their enrollment level/award amount are based on, or who receive funding based on fraudulent information will be required to repay funds to match enrollment and will have their service obligation adjusted accordingly.

Students who change enrollment status prior to the first day of the term, must have their eligibility recalculated to reflect their enrollment status as of the start of the term.

Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their eligibility recalculated to reflect only their enrollment level for those classes they attended. The student who decreases enrollment status prior to the first day of the term may owe a repayment in addition to service if there is an overpayment when eligibility is recalculated.

Students who increase enrollment status during the term are entitled to a recalculation of conditional scholarship funds. Students are subject to completion of satisfactory academic progress requirements outlined under [WAC 250-21-010 \(16\) \(a-e\)](#).

Examples

Teacher Shortage Conditional Scholarship (TSCS) award is calculated based on unmet need (maximum \$8,000) and disbursed by term, per enrollment status, and cost of attendance (COA).

1. The student attends at least one class but drops the class after attending:
 - a. **Action:** No action from the school is necessary, regardless of when the student drops the class during the term. Students can keep the TSCS award.
 - b. **Result:** Students will owe a repayment to WSAC if they do not fulfill their teaching obligation after becoming a certified teacher in Washington State.
2. The student does not attend any classes and withdraws from the term:
 - a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days. The school sends the award for that term back to WSAC within 30 days.
 - b. **Result:** Student may be eligible to receive the remaining amount of their TSCS award if they meet the school's criteria for Satisfactory Academic Progress in the following term. For any funds received, the student will owe a repayment to WSAC if they do not fulfill their teaching obligation after becoming a certified teacher in Washington State.

3. The student adds classes:
 - a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days.
 - b. **Result:** If there is a change in the student's COA and they are not receiving the maximum award amount, the student may qualify for a larger award amount up to \$8,000. WSAC will recalculate the award amount and notify the FAA of any changes.

Pipeline for Paraeducators Conditional Scholarship (Para) award amount is up to \$4,000 for all recipients and disbursed in one lump sum. The award must fit in the student's financial aid package.

1. The student does not enroll for classes:
 - a. **Action:** The FAA notifies WSAC via email within 10 business days. The school returns the funds within 30 days.
 - b. **Result:** After the school returns the funds, the student is not responsible to pay back the award amount. If the school does not return the funds, the student is responsible to pay back the award amount.
2. The student attends at least one class, but drops the class after attending:
 - a. **Action:** No action from school necessary, regardless of when the student drops the class during the term. Student can keep the Para award.
 - b. **Result:** The student is responsible for paying the award back to WSAC if they do not earn their AA degree within the time allowed.

Alternative Routes Conditional Scholarship (ALT) award is calculated based on unmet need (maximum \$8,000) and disbursed in one lump sum. The award must fit in the student's financial aid package.

1. The student does not enroll for classes:
 - a. **Action:** The FAA notifies WSAC via email within 10 business days. The school returns the funds within 30 days.
 - b. **Result:** After the school returns the funds, the student is not responsible for paying back the award amount. If the school does not return the funds, the student is responsible for paying back the award amount.
2. The student drops all classes after attending all classes:
 - a. **Action:** No action from the school is necessary, regardless of when the student drops the class during the term. Students can keep the Alt Routes award.
 - b. **Result:** Students will owe a repayment to WSAC if they do not fulfill their teaching obligation after becoming a certified teacher in Washington State.

Student Teaching Grant (STG) is calculated based on unmet need (maximum \$8,000) and disbursed in one lump sum. The award must fit in the student's financial aid package.

1. The student attends at least one class, but drops the class after attending:
 - a. **Action:** No action from school necessary, regardless of when the student drops the class during the term. Student can keep the STG award
 - b. **Result:** Student will not owe a repayment.
2. The student does not attend any classes:
 - a. **Action:** The FAA notifies WSAC via email within 10 business days. The school returns the funds within 30 days.
 - b. **Result:** After the school returns the funds, the student is not responsible to pay back the award amount. If the school does not return the funds, the student is responsible to pay back the award amount.
3. The student adds classes:
 - a. **Action:** The FAA completes a verification (see Verification section) to notify WSAC of the change within 10 business days.
 - b. **Result:** If there is a change in the student's COA and they are not receiving the maximum award amount, the student may qualify for a larger award amount of up to \$8,000. WSAC will recalculate the award amount and notify the FAA of any changes.

Conditional Scholarship

A conditional scholarship may convert to a loan if any of the following scenarios occur:

- Recipient falls below continuous enrollment of at least half-time while enrolled in the EPP.
- Recipient does not complete the intended educational program or does not earn the residency teacher certificate within the maximum allowed time.
- Recipient does not obtain a qualified teaching position.
- Recipient ceases to provide qualified teaching service prior to fulfilling the entire service obligation.

Other

Recipients of the Educator Retooling Conditional Scholarship enter a contract with WSAC that requires service or repayment of the conditional scholarship funds. These funds are not considered part of the student's financial aid package as they are paid directly to the student.

If students do not complete the service obligation, a prorated award amount is due to WSAC in addition to interest and fees.

REPORTING

WSAC may request reports from institutions necessary to the administration and evaluation of a specific program. In general, institutions will be expected to respond to report requests within 30 days.

All Educator Workforce Program recipients except for Educator Retooling Conditional Scholarship recipients must be reported on the yearly and interim [Unit Record Reporting \(URR\)](#).

Some recipients may not be receiving any other state or federal aid but must be included in the URR.

APPENDIX A. QUICK LOOK CHART

Component	Type of Financial Assistance	Application Availability	Applicant Eligibility by Teaching Status	Years of Eligibility	Maximum Award Amount per Year	RCW
Alternative Route	Conditional Scholarship	Varies by school	Pre-Service	Up to two years	\$8,000	RCW 28B.102.110
Career and Technical Education	Conditional Scholarship	Twice per year	Pre-Service	Up to two years	\$8,000	RCW 28B.102.140
Educator Retooling	Conditional Scholarship	Rolling	In-Service or Expired certification	Up to two years	\$3,000	RCW 28B.102.130
Pipeline for Paraeducators	Conditional Scholarship	Rolling	Pre-Service	Up to four years	\$4,000	RCW 28B.102.120
Student Teaching Grant	Grant	Twice per year	Pre-Service	One-time award	\$8,000	RCW 28B.76.699
Teacher Shortage	Conditional Scholarship	Twice per year	Pre-Service	Up to four years	\$8,000	RCW 28B.102.090

For more information, please visit our website at <http://www.wsac.wa.gov/teachers>.

APPENDIX B. DEFINITIONS

Certification

When applicants are initially selected, their financial aid status, enrollment, and SAP must be certified by an FAA at the student's institution.

Conditional Scholarship

A loan that is forgiven in whole or in part in exchange for service as a certificated employee in an approved education program. The loan amount is forgiven when the participant fulfills their service obligation.

Cost of Attendance

The budget used by the FAA to reflect the student's cost for the terms for which the financial aid is being awarded. The Cost of Attendance (COA) includes tuition and fees, books and supplies, room and board, transportation, and miscellaneous/personal expenses.

Educator Preparation Program

Educator preparation program (EPP) providers demonstrate readiness to meet [PESB's standards and requirements](#) so that candidates have quality options to develop themselves and their future students, schools, and districts.

PESB approves and reviews EPPs for the following roles:

- Residency teacher (traditional and alternative routes)
- Residency principal
- Residency program administrator
- Initial superintendent
- Initial career and technical education (CTE) teacher (plan 1 and plan 2)
- Initial CTE administrator
- Residency school counselor
- Residency school psychologist

Endorsement

An endorsement is the specific subject matter or content area listed on a teaching certificate in Washington State. All certificates must have at least one endorsement and some endorsement areas cannot stand alone.

Enrollment

The terms a student is enrolled at their institution. A student's enrollment should be reported for the entire academic year.

Student Aid Index (SAI) or Expected Family Contribution (EFC)

The amount that a student or the student's family is expected to contribute towards the COA based on a federal calculation. The SAI or EFC is initially based on the information submitted on the FAFSA or WASFA. In some cases, EFC may be adjusted by the FAA through a professional judgment decision. Any changes must be submitted as a FAFSA/WASFA correction.

Grant

A federal or state financial aid award that has no service obligation.

Professional Educator Standards Board (PESB)

The Professional Educator Standards Board (PESB) has rulemaking authority for preparation, certification, continuing education, and assignment for Washington state certificated educators under [Chapter 28A.410 RCW](#).

Satisfactory Academic Progress (SAP)

Satisfactory academic progress policies may be specific to state aid recipients and must meet the provisions of [WAC 250-21-010\(16\)](#). An institution may submit an alternative approach to evaluating academic progress that includes a plan for improved student retention and comparison data to ensure state funds are used efficiently. WSAC will initially determine whether to approve the alternative policy, then evaluate it over a specified timeframe, then determine whether the policy may continue to be approved.

Service Obligation

The service obligation is an agreement to work as a certificated teacher in a Washington public common school upon completion of the certification for which the scholarship was awarded. Participants owe one year of teaching service in a shortage area or two years of teaching in a non-shortage area for each year they received a conditional scholarship award. To avoid repaying the conditional scholarship, participants must fulfill service obligation requirements outlined in the individual program promissory note.

Shortage Area

An endorsement or geographic area as defined by PESB, in consultation with OSPI, with a shortage of certificated employees. The statewide shortage areas are defined biennially using quantitative and qualitative measures.

TEACH Grant

The TEACH Grant Program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. If a student is receiving a TEACH Grant, it must be reported on a separate field than the rest of their financial aid.

Teaching Status: Pre-Service

Students who have not started teaching yet are in a pre-service status. Applicants must be accepted into and maintain enrollment in a Washington PESB-approved educator preparation program.

Teaching Status: In-Service

Teachers who have completed school and received their certification who are currently teaching in a public common school.

Total Aid (Excluding TEACH)

The total aid a student is receiving in federal grants, federal/state waivers, state grants, and state/institutional/external scholarships. For example, the Pell Grant, Washington College Grant, and an institutional scholarship for books would all be included in this value.

Verification

Each term, WSAC will send a link to FAAs requesting verification of recipients' financial aid and enrollment. If changes have occurred since the initial certification, the verification process will allow for FAAs to communicate those changes to WSAC and adjust awards accordingly.

WASFA ID

The Washington Application for State Financial Aid (WASFA) is for people who do not file a federal FAFSA application. People who complete a WASFA are applying for state aid. There are various reasons to complete a WASFA instead of a FAFSA:

- Immigration status, or student is undocumented
- Undocumented parents or family members do not wish to file a FAFSA
- Defaulted federal loans
- Repayments owed on federal grants
- Inability to provide selective service confirmation

People who complete a WASFA must meet eligibility requirements.

WSAC Portal

An online reporting and communication tool managed by WSAC. FAAs use the Portal to send secure messages, add or adjust user permissions, and submit financial aid information for students.

Years of Eligibility

The length of time the participant can receive program funds.

APPENDIX C. STUDENT DIRECTIVE FOR PRIVATE INSTITUTIONS

State of Washington

Student Achievement Council

STUDENT DIRECTIVE FOR DISBURSEMENT OF STATE AID

Return this form to the NAME of Institution Financial Aid Office as soon as possible.

Student Name (please print): _____ ID#: _____

You have been awarded financial aid from the State of Washington. Your designation and signature on this form will document your choice for funds to be applied directly into your student account or to be given to you in the form of a check. A state grant or scholarship recipient has the following two choices:

- Choosing to have the funds deposited to your student account permits the aid to be automatically credited toward expenses you may owe to the institution. This option allows faster processing of any refunds of financial aid proceeds that may be due you.
- Choosing to have state financial aid funds given directly to you means that state student aid will not be automatically available to pay for tuition and fees. You are responsible for using the funds to pay for educational expenses including any expense you owe to the institution.

Please choose one of these options:

_____ I choose to have state aid funds applied directly to my student account and automatically credited toward expenses I owe NAME of Institution.

OR

_____ I wish to have state aid funds given directly to me (not credited to my student account). I understand that I am responsible for all outstanding balances on my student account at NAME of Institution.

Your choice will stay in effect as long as you are enrolled at this institution. However, you may change your directive for a future term by informing your Financial Aid Office in writing.

Student Signature

Date

Make sure you check one of the options above and return this form to:

NAME of Institution

Address

Address

Address