



TEACH Grant Service Obligation Suspension/Discharge Request: Military Service

Teacher Education Assistance for College and Higher Education (TEACH) Grant Program

OMB No. 1845-0158
Form Approved
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WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Section 1: General Information and Instructions

NOTE: Throughout this form, the words “we,” “us,” and “our” refer to the U.S. Department of Education or to your TEACH Grant servicer, acting on behalf of the U.S. Department of Education. The word “Agreement” refers to the Agreement to Serve or Repay that you signed before you received your TEACH Grants.

How do I use this form?

As explained in your Agreement, you can request a suspension of the 8-year period for completing your TEACH Grant service obligation if you are temporarily unable to teach due to qualifying military service, and you may qualify for a discharge of some or all of your 4-year service obligation based on extended periods of qualifying military service. You may use this form to request a suspension of the 8-year period for completing your service obligation if you are temporarily unable to teach because of your qualifying military service, or to request a discharge of some or all of your service obligation based on extended military service. See Sections 7A and 7B of the form for specific eligibility requirements.

How do I complete the form?

- Before you begin, carefully read the entire form. Be sure to provide all requested information. Print using dark ink.
- If you are unable to complete the form, a representative may complete the form on your behalf.
- Your name, address, and other information may be preprinted in Section 2. If any of this information is not shown, or if any of the preprinted information is incorrect, enter or correct the information on the right side of Section 2. If any of your information has changed since the last time you reported it to your TEACH Grant servicer, check the box in Section 2 to indicate this.
- Depending on your reason for submitting the form, you are only required to complete certain sections:

- If you are requesting a **suspension** of your 8-year service obligation period based on military service, complete Section 3A of the form and have an authorized official complete Section 3B, or attach documentation as described in Section 3A. In Section 2A, enter the beginning and ending dates (month and year only) of the school year for which you are requesting a suspension of the 8-year service obligation period. For example, if you are requesting a suspension to cover a school year that begins in August 2024 and ends in June 2025, you would enter “08/2024” as the beginning date and “06/2025” as the ending date.
- If you are requesting a **discharge** of some or all of your 4-year TEACH Grant service obligation based on extended military service, **enter your name and Social Security Number (SSN) at the top of page 3**, then complete Section 4A of the form and have an authorized official complete Section 4B, or attach other documentation of your extended call or order to active duty as described in Section 4A.
- **Sign and date the form in the section that you are required to complete.** Enter the date as month-day-year. For example, if you signed the form on August 25, 2024, you would enter “08/25/2024”).

Section 2: Grant Recipient Information

See the instructions on page 1.

Social Security Number (SSN): _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone – Primary: _____

Telephone – Alternate: _____

Email (optional): _____

☐ **Check this box if you are changing any preprinted information.**

Grant Recipient's Name: _____ Grant Recipient's SSN: _____

Section 3A: Military Service Suspension Request, Understandings, and Certifications

I request that the U.S. Department of Education (ED) grant a temporary suspension of the period for completing my TEACH Grant service obligation during the **full elementary or secondary school year** beginning (mm/yyyy) _____ and ending (mm/yyyy) _____.

I am/was unable to complete a full year of teaching service during this school year due to my qualifying military service as described in Section 7A. I have had an authorized official complete Section 3B, or I have attached documentation from the official that includes all of the information requested in Section 3B and a certification that I meet the qualifying military service conditions described in Section 7A.

I understand that **(1)** I may receive a suspension for a consecutive 12-month period; **(2)** if I continue to qualify for a suspension at the end of one suspension period, I may reapply for another 12-month suspension, but I may not receive a total of more than 3 years of suspension based on qualifying military service; **(3)** if I do not begin teaching or do not continue to perform qualifying teaching service within a timeframe that would allow me to complete my required 4 years of teaching within the 8-year period required by my Agreement, my TEACH Grants will be converted to Direct Unsubsidized Loans that I must repay; **(4)** my TEACH Grant servicer must receive my suspension request before my TEACH Grants are converted to Direct Unsubsidized Loans; and **(5)** ED will not approve my suspension request unless this form is complete and I have provided any required documentation.

I certify that: **(1)** the information I have provided on this form is true and correct; **(2)** I have read, understand, and meet the eligibility requirements of the suspension that I have requested, as explained in Section 7A; and **(3)** upon request, I will provide additional documentation to my TEACH Grant servicer to support my suspension request.

Grant Recipient's or Representative's Signature: _____

Date (mm/dd/yyyy) _____

Printed Name of Representative (if applicable) _____

Relationship: _____

Representative's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

Grant Recipient's Name: _____ Grant Recipient's SSN: _____

Section 3B: Authorized Official's Certification of Your Qualifying Military Service (For Suspension Request Only)

An authorized official who may complete this section is the grant recipient's commanding or personnel officer.

BE SURE TO SIGN AND DATE THE FORM.

Carefully read Section 7A. Return the form to the TEACH Grant recipient or the recipient's representative.

I certify to the best of my knowledge and belief that: **(1)** the TEACH Grant recipient identified in Section 2 meets all conditions described in Section 7A; and **(2)** the information that I have provided in this section is true and correct.

The TEACH Grant recipient's qualifying military service as indicated below began or will begin on **(mm/dd/yyyy)** _____ and ended or will end on **(mm/dd/yyyy)** _____

Qualifying military service (check the appropriate box):

☐ Army National Guard of the United States ☐ Army Reserve ☐ Navy Reserve

☐ Marine Corps Reserve ☐ Air Force Reserve

☐ Coast Guard Reserve ☐ Air National Guard of the United States

☐ Full-Time National Guard duty (as defined in Section 7A)

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Authorized Official's Name and Title (printed) _____

Telephone _____ **Email** _____

Authorized Official's Signature: _____ **Date (mm/dd/yyyy):** _____

Grant Recipient's Name: _____ Grant Recipient's SSN: _____

Section 4A: Military Service Discharge Request, Documentation, Understandings, and Certifications

I **request** that the U.S. Department of Education grant a proportional discharge of my 4-year TEACH Grant service obligation, as explained in Section 7B, based on the fact that:

1. I have received the maximum 3 years of suspension of the period for completing my TEACH Grant service obligation due to qualifying military service; and
2. I am subject to an extended call or order to active duty status in the Armed Forces of the United States that exceeds the 3-year period for which I have already received a suspension.

To document my extended call or order to active duty status, I have (check one):

- ☐ Had my commanding or personnel officer complete Section 4B of this form below;
- ☐ Attached a written statement from my commanding or personnel officer that **(1)** certifies I am on active duty in the Armed Forces of the United States, and **(2)** includes the date my service began and the date it is expected to end; or
- ☐ Attached a copy of my official military orders and a copy of my military identification.

I understand that:

1. I may request a proportional discharge of my 4-year TEACH Grant service obligation only if I have already received the maximum 3 years of suspension of the period for completing my service obligation based on qualifying military service;
2. If I meet the eligibility requirements for a proportional discharge, the U.S. Department of Education will discharge all or a portion of my 4-year service obligation as explained in Section 7B;
3. If I do not qualify for discharge of my entire 4-year TEACH Grant service obligation, I remain responsible for completing the remaining portion of my service obligation in accordance with the terms and conditions specified in my Agreement; and
4. The U.S. Department of Education will not grant my request for a proportional discharge unless I have completed all applicable sections of this form and have provided any required documentation.

Grant Recipient's Name: _____ Grant Recipient's SSN: _____

I **certify** that: **(1)** the information I have provided on this form is true and correct; **(2)** I have read, understand, and meet the eligibility requirements of the discharge that I have requested, as explained above and in Section 7B; and **(3)** upon request, I will provide additional documentation to my TEACH Grant servicer, to support my discharge request.

Grant Recipient's or Representative's Signature _____

Date(mm/dd/yyyy) _____

Printed Name of Representative (if applicable) & Relationship: _____

Representative's Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Section 4B: Military Service Discharge Request, Documentation, Understandings, and Certifications

An authorized official who may complete this section is the grant recipient's commanding or personnel officer.

BE SURE TO SIGN AND DATE THE FORM.

Carefully read Section 7B. Return the form to the TEACH Grant recipient or to the recipient's representative.

I **certify**, to the best of my knowledge and belief, that the TEACH Grant recipient identified in Section 1 is on active duty in the Armed Forces of the United States and that the grant recipient's service began on (mm/dd/yyyy) _____ and is expected to end on (mm/dd/yyyy) _____.

Name of United States Armed Forces Component (check the appropriate box):

☐ Army National Guard of the United States ☐ Army Reserve ☐ Navy Reserve

☐ Marine Corps Reserve ☐ Air Force Reserve ☐ Coast Guard Reserve

☐ Air National Guard of the United States

☐ Full-Time National Guard duty (as defined in Section 7A)

Grant Recipient's Name: _____ Grant Recipient's SSN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Commanding or Personnel Officer's Name and Title (printed) _____

Telephone _____ Email _____

Authorized Official's Signature _____ Date (mm/dd/yyyy) _____

Please omit pages 8–12 when mailing or faxing back.

Section 5: Make sure that all sections are complete, then send us the completed form by one of the following means:

- Mail the form and any required documentation to the following address:
Federal Student Aid Programs - TEACH
P.O. Box 300010
Greenville, TX 75403
- Fax the form to 540-212-2415.

Section 6: Who can I contact if I have questions?

If you need help completing this form, contact 1-800-4-FED-AID.

Section 7A: Suspension Eligibility Requirements and Maximum Suspension Period

Suspension eligibility requirements

You may qualify for a temporary suspension of the period for completing your TEACH Grant service obligation if you are subject to a call or order to federal or state active duty, or active service as a member of a reserve component of the Armed Forces named in 10 U.S.C. 10101 (see below), or service as a member of the National Guard on full-time National Guard duty, as defined in 10 U.S.C. 101(d)(5) (see below).

The **reserve components of the Armed Forces** are the Army National Guard of the United States; Army Reserve; Navy Reserve; Marine Corps Reserve; Air National Guard of the United States; Air Force Reserve; and Coast Guard Reserve.

Full-time National Guard duty means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

If you qualify for a suspension, your TEACH Grant servicer must receive your suspension request before your TEACH Grants are converted to Direct Unsubsidized Loans. Refer to your Agreement or contact us (see "Who can I contact if I have questions?" on page 2) for more information about the conditions under which your TEACH Grants may be converted to loans.

Maximum suspension period

If you meet the requirements described in this section, you will receive a temporary suspension of the 8-year period for completing your TEACH Grant service obligation for a consecutive 12-month period covering the school year during which you are temporarily unable to teach. If you continue to qualify for a suspension at the end of one suspension period, you may reapply for another 12-month suspension. There is a maximum 3-year limit on the period of time for which you may receive a suspension of the 8-year service obligation period based on qualifying military service. However, if you receive the maximum 3 years of suspension based on military service and are subject to an extended call or order to active duty status that exceeds 3 years, you may be eligible for a discharge of some or all of your 4-year service obligation. See section 7B.

Section 7B: Military Discharge Eligibility Requirements And Terms And Conditions

Discharge eligibility requirements

You may qualify for a proportional discharge (see below) of your 4-year TEACH Grant service obligation if:

- You have completed or otherwise ceased to be enrolled in the program of study for which you received a TEACH Grant;
- You have received the maximum 3 years of suspension of the period for completing your TEACH Grant service obligation based on qualifying military service; and
- You are subject to an extended call or order to active duty status in the Armed Forces of the United States (see below).

The **Armed Forces of the United States** are:

- The Army;
- The Navy;
- The Air Force;
- The Marine Corps;
- The Coast Guard;
- A Reserve component of the Armed Forces named in 10 U.S.C. 10101 (see Section 7A); or
- The National Guard

Proportional discharge

If you meet the eligibility requirements for discharge described above, you may receive a:

- One-year discharge of your service obligation if the call or order to active duty status exceeds 3 years;
- Two-year discharge of your service obligation if the call or order to active duty status exceeds 4 years;
- Three-year discharge of your service obligation if the call or order to active duty status exceeds 5 years; or

- Full discharge of your service obligation if the call or order to active duty status exceeds 6 years.

Requirement to complete any remaining portion of your service obligation

If you qualify for less than a full discharge of your entire 4-year TEACH Grant service obligation, you must still complete the remaining portion of the service obligation in accordance with all of the terms and conditions specified in your Agreement. For example, if you receive a discharge of 3 years of your 4-year service obligation, you would remain responsible for completing one year of qualifying teaching service.

Section 8: Important Notices

Privacy Act Notice.

The Privacy Act of 1974 (5 U.S.C. 552a) requires that the following notice be provided to you:

The authorities for collecting the requested information from and about you are §420L *et seq.* and §451 *et seq.* of the Higher Education Act (HEA) of 1965, as amended (20 U.S.C. 1070g *et seq.* and 20 U.S.C. 1087a *et seq.*) and the authorities for collecting and using your social security number (SSN) are §484(a)(4) of the HEA (20 U.S.C. 1091(a)(4)) and §31001(i)(1) of the Debt Collection Improvement Act of 1996 (31 U.S.C. 7701(c)). Participating in the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program and/or the William D. Ford Federal Direct Loan (Direct Loan) Program and giving us your SSN are voluntary, but you must provide the requested information, including your SSN, to participate.

The principal purposes for collecting the information on this form, including your SSN, are to verify your identity, to determine your eligibility to receive a TEACH Grant, and, if a TEACH Grant that you receive is converted to a Direct Unsubsidized Loan, to determine your eligibility to receive a benefit on the loan (such as deferment, forbearance, discharge, or forgiveness), to permit the servicing of your loan(s), and, if it becomes necessary, to locate you and to collect and report on your loan(s) if your loan(s) become delinquent or in default. We also use your SSN as an account identifier and to permit you to access your account information electronically.

The information in your file may be disclosed, on a case-by-case basis or under a computer matching program, to third parties as authorized under routine uses in the appropriate systems of records notices.

The routine uses of the information that we collect about you, if your TEACH Grant has not been converted to a Direct Unsubsidized Loan, include, but are not limited to, its disclosure to federal, state, or local agencies, to institutions of higher education, and to third party servicers to determine your eligibility to receive a TEACH Grant, to investigate possible fraud, and to verify compliance with federal student financial aid program regulations.

In the event of litigation, we may send records to the Department of Justice, a court, adjudicative body, counsel, party, or witness if the disclosure is relevant and necessary to the litigation. If this information, either alone or with other information, indicates a potential violation of law, we may send it to the appropriate authority for action. We may send information to members of Congress if you ask them to help you with federal student aid questions. In circumstances involving employment complaints, grievances, or disciplinary actions, we may disclose relevant records to adjudicate or investigate the issues. If provided for by a collective bargaining agreement, we may disclose records to a labor organization recognized under 5 U.S.C. Chapter 71. Disclosures may be made to our contractors for the purpose of performing any programmatic function that requires disclosure of records. Before making any such disclosure, we will require the contractor to maintain Privacy Act safeguards. Disclosures may also be made to qualified researchers under Privacy Act safeguards.

If your TEACH Grant has been converted to a Direct Unsubsidized Loan, the routine uses of this information also include, but are not limited to, its disclosure to federal, state, or local agencies, to private parties such as relatives, present and former employers, business and personal associates, to creditors, to financial and educational institutions, and to guaranty agencies to verify your identity, to determine your program eligibility and benefits, to permit making, servicing, assigning, collecting, adjusting or discharging your loan(s), to enforce the terms of the loan(s), to investigate possible fraud and to verify compliance with federal student financial aid program regulations, to locate you if you become delinquent in your loan payments or if you default, or to verify whether your debt qualifies for discharge or cancellation. To provide default rate calculations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state or local agencies. To provide financial aid history information, disclosures may be made to educational institutions. To assist program administrators with tracking refunds and cancellations, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal or state agencies.

To provide a standardized method for educational institutions to efficiently submit student enrollment status, disclosures may be made to guaranty agencies or to financial and educational institutions. To counsel you in repayment efforts, disclosures may be made to guaranty agencies, to financial and educational institutions, or to federal, state, or local agencies.

Paperwork Reduction Notice.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for this information collection is 1845-0158. Public reporting burden for this collection of information is estimated to average 20 minutes (0.33 hours) per response, including time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain a benefit in accordance with 34 CFR 686.41(b) or 34 CFR 686.42(c).

If you have comments or concerns regarding the status of your individual submission of this form, write to:

Federal Student Aid Programs - TEACH
P.O. Box 300010
Greenville, TX 75403