



2010-11 Illinois Special Education Teacher Tuition Waiver Tuition Waiver Conversion Form (TWCF)

1755 Lake Cook Road
Deerfield IL 60015-5209
866.247.2172
E-mail: schoolservices@isac.org

Title IV Code: _____ School Name: _____

Recipient Name: _____ Social Security Number: _____ Award Date: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

I. Usage and corresponding amounts applied to tuition and fees.

Term: _____	\$ _____	School Code _____	Term: _____	\$ _____	School Code _____	Term: _____	\$ _____	School Code _____	Term: _____	\$ _____	School Code _____
Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____
Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____
Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____	Term: _____	\$ _____	_____

II. Certificate returned for the following reason(s):

- a. The recipient has used the waiver, consented to the unconditional release of the waiver and remains enrolled in special education. The recipient should sign this form (or attach a signed statement) consenting to the release of the tuition waiver. Recipient Signature: _____ Date: _____
- b. The recipient has used the waiver and is no longer seeking an initial teacher certification in Special Education. Date: _____
- c. The recipient did not use the waiver.
- d. The waiver has expired. Date: _____ Recipient still enrolled? Yes or No The anticipated graduation date: _____
- e. The recipient is no longer in consecutive attendance and has not received an approved leave of absence. Date last attended: _____
- f. The two years allowed for leave of absence have expired. Date expired: _____ Recipient re-enrolled? Yes or No Date: _____
- g. The recipient is in violation of the Satisfactory Academic Progress policy. Date: _____
- h. The recipient has graduated. Graduation date: _____ Recipient has enrolled in Graduate School. Yes or No Date: _____
- i. The recipient has transferred to: _____ (Use School Code) Date transferred: _____ Date Received: _____
See reverse side for school code.

III. Leave of Absence (LOA) Documentation.

Begin date	End date	School Code	Reason for Leave of Absence (LOA)

Signature of Financial Aid Administrator

Title

Date returned to ISAC

Illinois Special Education Teacher Tuition Waiver Program Tuition Waiver Conversion Form Completion Instructions

The Tuition Waiver Conversion Form (TWCF) is provided to assist with tracking the recipient's usage of the Illinois Special Education Teacher Tuition Waiver (SETTW). Use the form to record the amount of tuition and mandatory fees waived each academic year, to record approved leave of absence (LOA) and the reason(s) for returning the form to the Illinois Student Assistance Commission (ISAC). The TWCF is to be maintained by the school until the recipient is no longer eligible or transfers to another school. If the recipient transfers, send the original TWCF to the new school, a copy to ISAC and keep a copy for your records. If the recipient graduates or drops from the program return the TWCF to ISAC, send a copy to the recipient and keep a copy for your records.

Recipient and school information:

We have preprinted the following information on the TWCF; the recipient's initial enrollment, name, Social Security Number, award date, school Title IV Code and school name. ISAC needs the most current information, therefore, it is suggested that the recipient's address and name change (if applicable) not be completed until the TWCF is returned to ISAC.

Complete the TWCF according to the following instructions.

I. Usage and corresponding amounts applied to tuition and fees:

At the end of each term, record the amount of tuition and fees waived by term date (e.g. Fall 09). A recipient is exempt from paying tuition and mandatory fees for up to four calendar years.

II. Certificate returned for the following reason(s):

- a. The recipient has used the waiver and consents to an unconditional release of the tuition waiver. He/she must sign and date the TWCF on the line provided or provide a signed statement consenting to the release of the tuition waiver. In Section I of the TWCF, record the amount of tuition and fees waived before the recipient released the waiver. The recipient must be informed that by releasing the TWCF, he/she is forfeiting eligibility for the tuition waiver. Explain that the tuition waiver will not be awarded again in the future. ISAC will contact the recipient concerning repayment.

- b. The recipient has ceased to pursue a course of study leading to an initial Special Education teacher certification. Enter the date that the course of study ceased. ISAC will contact the recipient concerning repayment. Explain that the tuition waiver will not be awarded again in the future.
 - c. If the recipient did not use the waiver, return the TWCF to ISAC.
 - d. The six-years allowed to complete the course of study, including all leave(s) of absence, (LOA) has expired. An LOA granted for military service is not considered part of the six years.
 - e. The recipient did not remain enrolled on a continuous basis and was not granted an LOA.
 - f. The recipient's two-year LOA has expired.
 - g. The recipient is no longer meeting the institution's academic satisfactory progress policy and is no longer eligible to receive the waiver.
 - h. The recipient graduated.
- i. Transfer students: If the recipient transfers to or from another eligible school, the current school must transfer the TWCF to the new school.
 1. If the recipient transfers from your school check item, (i) write in the school code of the new school, and the transferred date. Indicate the amount of the tuition and fees waived at your school and if an LOA was granted, record it as well. Send the original TWCF to the new school; send a copy to ISAC and to the recipient.
 2. If the recipient transfers to your school from another eligible school, the TWCF will be forwarded to you from the previous school. The name of the previous school will be printed at the top of the TWCF. Your school code will be listed in item (i). Record the date you received the TWCF. The previous school will have recorded the amount of tuition and fees waived and recorded the LOA if granted.

III. Leave of Absence (LOA) Documentation:

THE SCHOOL APPROVES ALL LEAVES OF ABSENCE

A recipient must be granted an LOA by the president of the institution, or his/her designee.

- a. Record the reason and date in the space provided on the TWCF.
- b. If the student does not return to school following the expiration of the LOA, complete the TWCF with last known name, address, and indicate the appropriate reason(s) for returning the TWCF to ISAC.

Returning TWCF to ISAC:

When it is determined that the student is no longer eligible to receive the tuition waiver, review the TWCF to be sure all applicable sections are completed with the most current information. Sign and date the form and return it to ISAC. It is imperative to receive accurate and complete information in order for ISAC to correctly assess and monitor recipient's teaching requirement or repayment obligations. Keep a copy of the TWCF and all attachments for your records and give a copy to the recipient. ISAC will return all TWCFs that are not completed correctly. Return the TWCF with the appropriate attachments to:

D-2A, School Services
Illinois Student Assistance Commission
1755 Lake Cook Road
Deerfield, Illinois 60015-5209

If you have questions about the TWCF, do not hesitate to contact ISAC at schoolservices@isac.org or call a School Services Representative at 866.247.2172.