

Operational Guidance for TEACH Grant Exit Counseling

Attachment to May 2009 Electronic Announcement

Regulatory References

As explained in [Dear Colleague Letter GEN-08-01 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

A student who receives a TEACH Grant must complete exit counseling before he or she leaves school, at a time determined by the school. Complete information about counseling requirements for the TEACH Grant Program are available in [the June 23, 2008 final regulations](#).

When and how is TEACH Grant Exit counseling completed?

Under the TEACH Grant regulations, a student who has received a TEACH Grant is required to complete TEACH Grant exit counseling before he or she leaves school, at a time determined by the school.

The Department of Education (the Department) now offers an online TEACH Grant Exit counseling session for TEACH Grant recipients. However, unlike TEACH Grant Initial and Subsequent counseling, a student is not required to complete the required exit counseling by means of the Department's online TEACH Grant Exit counseling.

Under the TEACH Grant regulations, a school is responsible for ensuring that exit counseling is completed by a student. In ensuring that the counseling is completed, a school may choose, but again is not required to use, Department-offered resources. In addition to the online TEACH Grant Exit counseling, the Department also has a [TEACH Grant Exit Counseling Guide](#) on the [TEACH Grant Web site](#) that a school may use to supplement the required counseling.

Where is the TEACH Grant Exit counseling located and how does a student access it?

TEACH Grant Exit counseling is found on the [Direct Loan Servicing Online Web site](#) by selecting the Entrance & Exit Counseling graphic near the top of the home page.

A student must log in with his or her Federal Student Aid PIN, select the Exit Counseling graphic on the top of the page, and then click on the TEACH Grant Exit counseling link.

Note: If a student does not have a TEACH Grant on the Direct Loan Servicing System, the TEACH Grant Exit counseling option will not appear.

What information is covered in TEACH Grant Exit counseling?

A student will complete the TEACH Grant Exit counseling which consists of the following topics:

- TEACH Grant Service Obligation
- Conditions that will convert a TEACH Grant to a Direct Unsubsidized Loan
- Repayment requirements that apply if a TEACH Grant is converted to a Direct Unsubsidized Loan

Each section is followed by a section quiz. Once a student has completed the TEACH Grant Exit counseling, he or she will be able to update contact information. Doing so assists the Direct Loan Servicing Center in its responsibility to communicate with the student regarding his or her TEACH Grant.

How is a school notified that a student has completed the TEACH Grant Exit counseling electronically?

New reporting options are available on the [Direct Loan Servicing Online for Schools Web site](#) that will allow school users to access TEACH Grant Exit Counseling Reports. These new reporting options are:

- TEACH Grant Exit Counseling by Date
- TEACH Grant Exit Counseling by SSN

If a student completes the TEACH Grant Exit counseling session electronically, the session completion information will be reflected on the above-named counseling reports.

To access these reports, log in to the [Direct Loan Servicing Online for Schools Web site](#). Click on “School Reports” from the top menu bar, “Exit Counseling”, and then select one of the TEACH Grant Exit Counseling links. Next, enter the appropriate search criteria and click on “Run Report”. Once the report is run, the school user can export the file or sort the data using the toolbar at the top of the report.

A school may also choose to receive the TEACH Grant Exit counseling reports through its SAIG mailbox. For this option, the school must subscribe through the [Direct Loan Servicing Online for Schools Web site](#).
