



# State of Wisconsin Higher Educational Aids Board

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**John Connie Hutchison, PhD**  
Executive Secretary

## Teacher of the Visually Impaired Loan Loan Application Instructions

### Overview

This State of Wisconsin Teacher of the Visually Impaired (TVI) loan program provides education loans of \$250 minimum to \$10,000 maximum per year. The overall lifetime maximum a student can borrow is \$40,000.

### Eligibility

To be eligible for this loan, the student must:

- 1) be a Wisconsin resident;
- 2) be enrolled in a participating in-state or eligible out-of-state school; \*
- 3) be enrolled at least part-time (as determined by the school) in a degree or certificate program leading to Wisconsin licensure and a career as a teacher of the visually impaired or mobility and orientation specialist;
- 4) make satisfactory academic progress (per federal student financial aid criteria);
- 5) agree to practice full-time as a licensed a teacher of the visually impaired or mobility and orientation specialist in Wisconsin for the term of the forgiveness period.

### Application Process

The student must complete and submit a FAFSA form each year. While this program does not require financial need to be shown, funding is limited, and FAFSA results are utilized in determining awardees to maximize program participation.

Students should inform the program administrators at their corresponding school of their interest in receiving a TVI loan each year, so administrators will consider them when allocating this loan.

### TVI Program Administrators by Institution:

Concordia University:	Kevin Sheridan	<a href="mailto:Kevin.Sheridan@cuw.edu">Kevin.Sheridan@cuw.edu</a>	262-243-2620
Northern Illinois University:	Debbie Rempfer	<a href="mailto:drempfer@niu.edu">drempfer@niu.edu</a>	815-753-6249
Illinois State University:	Nathan Eaton	<a href="mailto:nweaton@ilstu.edu">nweaton@ilstu.edu</a>	309-438-2787
Western Michigan University:	Judy Moguel	<a href="mailto:judith.moguel@wmich.edu">judith.moguel@wmich.edu</a>	269-387-8395

Based on program eligibility criteria, **the program administrator will designate students** who show eligibility for the TVI loan program and may offer a loan.



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## Loan Document Completion Instructions

All documents maybe completed and signed the same day. If not possible, the program administrator will send the documents for completion. Three documents are required to apply for the loan: Form 1 Application, Form 2 Student Data and Form 3 Loan Acceptance.

### PROGRAM ADMINISTRATOR:

- 1) Determine possible applicants
- 2) Determine awards (Form 1) and 1<sup>st</sup> and 2<sup>nd</sup> term voucher amounts.
- 3) Review completed documents
- 4) Sign Form 2 and Form 3
- 5) Submit to Higher Educational Aids Board (HEAB)

### APPLICANT:

- 1) Program Administrator provides loan application materials, Form 1, 2 and 3.
- 2) Complete all sections
- 3) Return to Program Administrator for review and submission to HEAB

The school program administrator will forward to the HEAB all student information and a signed loan agreement from each applicant.

When HEAB receives and accepts the student information and the signed TVI Loan Recipient Agreement, the loan will be disbursed, and a check will be sent to the college. Disbursements will be made according to Form 3 Loan Acceptance Form.

First term disbursements will be made upon acceptance after submission to HEAB per Form 3. Second term disbursements are made upon request of the program administrator, confirming loan recipients in school and are making satisfactory academic progress.

The student must apply for and sign a loan agreement for each year of eligibility.