

PRINCIPAL FELLOWS SCHOLARSHIP-LOAN PROGRAM

LOAN FORGIVENESS

Congratulations on your recent graduation from the Principal Fellows scholarship-loan program. We wish you much success in your career endeavors and appreciate your commitment to repay your scholarship-loan by working as a full-time principal or assistant principal in the public schools in North Carolina. Should you have any questions concerning the repayment of your Principal Fellows scholarship-loan, please contact Repayment Services at 549-8614, option # 2, or 1 (800) 700-1775, option # 2.

How to apply for loan forgiveness.

In order to qualify for loan forgiveness or service cancellation, you must first graduate from a school administrator program supported by the scholarship-loan, obtain a school administrator certification from the North Carolina Department of Public Instruction, and secure a qualified position as a principal or assistant principal in a public school in North Carolina. To apply for loan forgiveness you must follow the steps out-lined below. You are responsible for submitting the appropriate forms to the State Education Assistance Authority (SEAA) on time.

1. Submit verification of graduation to the SEAA.
2. Notify the SEAA of your intent to repay through loan forgiveness within 90 days of graduation.
3. Obtain a school administrator certification from the North Carolina Department of Public Instruction.
4. Secure a full-time qualified position in North Carolina.
5. Complete an [Application for Service Cancellation](#) form and return it to the SEAA for approval.

What is a qualified position? Am I required to work in a designated shortage area in North Carolina?

The purpose of the Principal Fellows scholarship-loan is to increase the number of qualified school administrators available to the public schools in the State of North Carolina. Therefore, you must work full-time as a principal or assistant principal in a North Carolina Public School in order to qualify for service. Some Central Office positions may also qualify for loan forgiveness; however, you must first work as a principal or assistant principal and meet additional Principal Fellows Program requirements. See the [Principal Fellows Program Rules and Regulations](#) for additional information on service requirements. All worksites must be approved by the SEAA.

What forms do I submit to the SEAA?

Once you are licensed by the North Carolina Department of Public Instruction and obtain employment in a qualifying position, you must submit an [Application for Service Cancellation](#) form to the SEAA for approval.

How long must I work to fulfill my scholarship-loan obligation?

You must work four years as a full-time school administrator in order to fulfill your Principal Fellows obligation. For each year of qualifying employment, one-fourth (1/4) of the principal balance, plus any accrued interest, will be forgiven. You must complete your loan forgiveness obligation within six (6) years of graduation from the Principal Fellows Program, excluding approved periods of deferment.

What if I change my work site?

If there is a worksite change before you complete repayment of your scholarship-loan obligation, you must seek approval from the SEAA prior to the change to ensure that the new site qualifies for loan forgiveness. Should you have a break in employment prior to completing your scholarship-loan obligation, you should notify the SEAA immediately of the status change.

What if I have a break in employment?

If you have a break in employment prior to the completion of your obligation to the State of North Carolina, you may be eligible to postpone or defer cash payments. To apply for deferment, you must submit a [Postponement Form](#) to the SEAA for approval. Eligible deferments include: personal illness, Family Medical Leave, and unemployment.

What happens if I cannot fulfill my loan forgiveness obligation?

You made a commitment to repay this scholarship-loan when you signed the promissory note accepting educational funding from the SEAA. If you cannot repay the scholarship-loan through loan forgiveness, then you must repay it in cash within twelve (12) years of graduation or ten (10) years of withdrawal from the PTSL program. For additional instructions on cash repayment, click on the [Cash Repayment](#) link.

Whom should I contact if I have additional questions concerning loan forgiveness?

Additional information is available in the [Principal Fellows Program Rules and Regulations](#) or you may contact Repayment Services at the address and telephone numbers below between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

SEAA - Repayment Services
P.O. Box 14223
RTP, NC 27709-4223

(919) 549-8614, option # 2 (Local)

(800) 700-1775, option # 2 (Toll Free)

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