

B-on-Time Loan Application for Forgiveness – Instructions and Form

1. Complete the attached Texas B-on-Time Loan Application for Forgiveness – Section One only. Do not forget to sign and date.
2. Request official transcripts **from UIW** at <http://www.uiw.edu/registrar/transcriptrequest.html>, as well as from any other colleges you have attended (**including dual credit during high school**) and have them sent to the following address:

Office of Financial Assistance
Attn: Cristen Alicea
4301 Broadway CPO 308
San Antonio, TX 78209

3. Turn in your completed B-on-Time Loan Application for Forgiveness to the Office of Financial Assistance, along with any official transcripts that you already have on hand. Faxed or emailed signatures are NOT accepted.
4. The Office of Financial Assistance will print your high school transcript from Banner to mail in, unless you did not turn in a final high school transcript to Admissions. If no high school transcript is on file, you will need to request one to be sent to:

Texas Higher Education Coordinating Board
Division of Student Services
PO Box 12788
Austin, TX 78711

5. Once all required documents are received, the Office of Financial Assistance will certify your application and mail it to the Texas Higher Education Coordinating Board (THECB). All updates thereafter will be sent directly to you from THECB. You may call 1-800-242-3062 for updates on your application status.

****Please note: any amount which qualifies to be forgiven is *taxable* by IRS requirements, and must be reported on your tax return for that calendar year during which you receive forgiveness.****

If you have any questions, please contact Cristen Alicea at gimenez@uiwtx.edu.



TEXAS B-ON-TIME LOAN APPLICATION FOR FORGIVENESS
 Student Financial Aid Programs
 P.O. Box 12788, Austin, TX 78711
 Toll-free (800) 242-3062 or (512) 427-6340 Austin Area

SECTION ONE - TO BE COMPLETED BY LOAN RECIPIENT

_____			_____		
Borrower Name			Home Phone		
_____			_____		
Borrower Address			Daytime Phone		
_____			_____		
City	State	Zip Code	Reference or Social Security Number		

I am applying to have my Texas B-On-Time loans forgiven. **I have enclosed an official high school and college transcript for each college attended.** I authorize my school to provide any additional documentation required to complete the forgiveness process. **I understand that any forgiveness I receive will be considered taxable income within the year forgiveness occurs.** Additional tax information will be provided to me at the end of the year.

_____	_____
Borrower Signature	Date

SECTION TWO - TO BE COMPLETED BY THE REGISTRAR'S OFFICE OR AUTHORIZED SCHOOL OFFICIAL

The individual named above is seeking forgiveness of his or her B-On-Time loans obtained through the Texas Higher Education Coordinating Board. Please assist us by completing the required information below. See Texas Administrative Code, Rule §21.129, Forgiveness of Loans, on the reverse of this form.

Name of Institution _____	Degree Title _____
Initial Enrollment Date _____	Cumulative GPA upon Graduation _____
Graduation Date _____	Number of Credit Hours Earned _____
Number of Credit Hours Required for Degree _____	Number of Transfer Hours _____
Number of Years Required for Degree _____	Number of Credit Hours by Exam _____
High School Graduation Date _____	Number of Dual Credit Hours _____

I certify that the information I provided above is true and correct to the best of my knowledge and belief.

_____	_____
Print Name and Title of Authorized School Official	Telephone Number of Authorized School Official

_____	_____
Signature of Authorized School Official	Date

Email Address for Authorized Official

Registrar Seal

Return the completed form to Texas Higher Education Coordinating Board.
 For additional forms please visit our website at www.hhloans.com.

Texas Administrative Code, Rule §21.129, Forgiveness of Loans

A Texas B-On-Time loan shall be forgiven if the student is awarded an undergraduate degree or certificate from an eligible institution, and the student either:

(1) graduated with a B average, or the equivalent of a cumulative grade point average of at least 3.0 on a four-point scale, and received:

(A) a baccalaureate degree within four calendar years after the date the student initially enrolled in an eligible institution;

(B) a baccalaureate degree within five calendar years after the date the student initially enrolled in an eligible institution, if the degree is in architecture (Texas CIP code, category 04.0201), engineering (Texas CIP code, category 14), or any other program determined by the Board to require more than four years to complete;

(C) a degree or certificate from a two-year program within two calendar years after the date the student initially enrolled in an eligible institution

(D) a certificate from a one-year program within one calendar year after the date the student initially enrolled in an eligible institution; or

(2) graduated with a B average, or the equivalent of a cumulative grade point average of at least 3.0 on a four-point scale, with a total number of credit hours earned, including transfer credit hours and excluding hours earned exclusively by examination, dual credit course hours, and hours earned for developmental coursework that an institution required the student to take under Texas Education Code, §51.3062 (relating to Success Initiative), or under the former provisions of Texas Education Code, §51.306 (relating to Texas Academic Skills Program), that is not more than:

(A) six hours more than the number of credit hours required to complete a two-year certificate or a baccalaureate degree; or

(B) three hours more than the number of credit hours required to complete a one-year certificate.

Source Note: *The provisions of this §21.129 adopted to be effective December 7, 2003, 28 TexReg 10757; amended to be effective August 16, 2004, 29 TexReg 7975; amended to be effective November 28, 2005, 30 TexReg 7856*
