



Student Accounts Office  
Administration Bldg., Room 211  
San Luis Obispo, CA 93407

## Robert Noyce Science Teacher Scholarship (a forgivable loan program) Application & Exit Interview Instruction Page

**Note:** Incomplete packets (missing information and/or forms) will be returned to the student. The loan will not be disbursed **or** the exit interview records hold will not be removed until the required forms have been completed and submitted according to the instructions below.

### STAY INFORMED... MY.CALPOLY.EDU

**APPLYING FOR A ROBERT NOYCE SCHOLARSHIP?** Please use your Cal Poly web portal to find out the status of your loan (what paperwork is needed before the loan can be disbursed; when was your loan disbursement put into your Cal Poly student account; was it direct deposited into your personal bank account/mailed, or was it used to pay for registration, etc...).

**LEAVING CAL POLY?** Robert Noyce Scholarship recipients in their last term at Cal Poly are required to complete a student loan exit interview requirement. A records hold is placed on transcripts until this requirement is met. The Cal Poly web portal will instruct the Noyce Scholarship recipient as to what forms are required to complete this process.

### FORMS TO SUBMIT FOR THE NOYCE SCHOLARSHIP APPLICATION AND EXIT INTERVIEW PROCESSES:

#### APPLYING FOR ROBERT NOYCE FUNDS-

##### APPLICATION FORMS (submit **together**):

- Promissory Note (all pages – even the ones you didn't sign)\*
- Statement of Rights & Responsibilities
- Student Loan Worksheet (2 pages)

#### LEAVING CAL POLY, SLO -

##### EXIT INTERVIEW FORMS (submit **together**):

- Truth In Lending Statement\*\*
- Statement of Rights & Responsibilities
- Student Loan Worksheet (2 pages)
- Employment and Contact Update form\*\*\*

\* This document is legal and binding – **your Social Security Number, date of birth, and Drivers License are required on this document.** Please complete in ink. If you attempt to use white out, or try to cross out any information, the document is no longer useable.

\*\* A Truth In Lending Statement must be signed. Sometimes, when applicable, a scholarship award may be split into more than one Truth In ending Statement. Your Exit Counselor will let you know how many Truth In Lending Statements you are required to sign.

\*\*\* The Employment and Contact Update form is usually returned to the College of Science & Mathematics (as indicated on the form). However, for exit interview purposes, please submit it with your exit interview packet. Thank you.

### COMPLETING THE FORMS: ANSWERS TO COMMONLY ASKED QUESTIONS ABOUT THE 2-PAGE WORKSHEET:

#### **Borrower Information:**

- All requested information is required *except* cell and pager information.
- We would prefer that you reference your personal email address on this document, not your Cal Poly assigned email address. However, if you do not have a personal email address, please reference the Cal Poly assigned address.
- If you do not have a local (school) address, you may answer "same as permanent address".

#### **Spousal Information:**

- If you answered "yes" to question (3), please complete this section. Otherwise, leave it blank.

#### **Borrower's Parental Information:**

- No matter your age, unless a parent is deceased, or you have no contact, this information is required (do not leave the line blank. Please respond with *Deceased, No Contact, Ward of the Court*, etc.). Your parents will never be expected to repay your loan. The information is used for contact purposed only (if we cannot reach you at an address you have provided, we will contact the parent for assistance).
- If your parents are divorced, you still need to reference both.
- Please refer to the *Employer Responses* section for additional information.

#### **Spouse's Parental Information:**

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the *Borrower's Parental Information* section (above) for assistance.

#### **Spouse's Parental Information:**

- If you are not married you may leave this section blank. Otherwise, the information is required. Please refer to the *Borrower's Parental Information* section for assistance.

#### **Required Reference Information:**

- All references must be at least 18 years of age; reside in the United States; and have a home address & phone number.
- Unless the reference you are listing is a relative, the reference cannot be a Cal Poly staff member or current Cal Poly student.
- No reference you list can have the same home address or phone number as you, your parents, or other references listed.
- If the reference is attending college (other than Cal Poly), please use the reference's permanent home address, NOT the school address.
- References CAN have the same employer.

#### **Employer Responses:**

- If employed, all information is required.
- If a student, indicate school of attendance.
- If unemployed, please indicate.
- If self-employed, please indicate – and include cell phone #.

#### **DO NOT:**

- Do not leave a line blank, unless instructed to do so.
- Do not sign any document in pencil.
- Do not use "N/A" on any line.
- Do not cross through a line.
- Do not forget the zip codes.





**STUDENT LOAN WORKSHEET - 2 page document**  
*For The Robert Noyce Science Teacher Scholarship (a forgivable loan program)*  
*lent by Cal Poly, San Luis Obispo*

REV 05/09

**COMPLETE BOTH PAGES OF THIS WORKSHEET AND SUBMIT WITH SUPPORTING DOCUMENTS (SEE PAGE ONE)**

**BORROWER INFORMATION:**

1. NAME: FIRST MIDDLE LAST			2. DATE OF BIRTH: (MO/DAY/YEAR)		
3. MARTIAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED		4. SOCIAL SECURITY NUMBER		5. DRIVER'S LICENSE OR STATE IDENTIFICATION CARD STATE: NUMBER:	
6. LOCAL (SCHOOL) ADDRESS. IF YOU DON'T HAVE ONE YET, COMPLETE PERMANENT ADDRESS ONLY.  CITY STATE ZIP			7. PERMANENT MAILING ADDRESS. REFERENCE AN ADDRESS WHERE YOU CAN ALWAYS GET YOUR MAIL  CITY STATE ZIP		
8. REQUIRED PHONE NUMBERS:		LOCAL AT SCHOOL ( WITH AREA CODE)		PERMANENT (WITH AREA CODE)	
9. MORE REQUIRED INFORMATION:		E-MAIL ADDRESS (PLEASE PROVIDE YOUR PERMANENT EMAIL ADDRESS, NOT YOUR SCHOOL EMAIL)		WORK (WITH AREA CODE & EXTENSION)	
				CELL PHONE ( WITH AREA CODE)	
10. BORROWER'S EMPLOYER, NAME OF COMPANY AND COMPLETE MAILING ADDRESS					

**SPOUSE INFORMATION:** IF YOU ARE NOT MARRIED SKIP TO QUESTION #15

11. NAME: FIRST MIDDLE LAST			12. DATE OF BIRTH: (MO/DAY/YEAR)		
13. SOCIAL SECURITY NUMBER		14. IS YOUR SPOUSE ATTENDING SCHOOL? <input type="checkbox"/> NO <input type="checkbox"/> YES		IF "YES" WHERE? NAME, CITY & STATE OF SCHOOL	

**BORROWER'S PARENTAL INFORMATION:** (REQUIRED)

15. FATHER: NAME: FIRST MIDDLE LAST			FATHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP		PHONE NO. WITH AREA CODE		CITY STATE ZIP	
				PHONE NO. WITH AREA CODE	
16. MOTHER: NAME: FIRST MIDDLE LAST			MOTHER'S EMPLOYER		
MAILING ADDRESS			EMPLOYER'S MAILING ADDRESS		
CITY STATE ZIP		PHONE NO. WITH AREA CODE		CITY STATE ZIP	
				PHONE NO. WITH AREA CODE	

**SPOUSE'S PARENTAL INFORMATION:** REQUIRED IF YOU ARE MARRIED; OTHERWISE SKIP TO QUESTION #20

17. FATHER: NAME: FIRST MIDDLE LAST			18. MOTHER: NAME: FIRST MIDDLE LAST		
MAILING ADDRESS		HOME: AREA CODE & PHONE NO.	MAILING ADDRESS		HOME: AREA CODE & PHONE NO.
CITY	STATE	ZIP	WORK: AREA CODE & PHONE NO.	CITY	STATE
				ZIP	WORK: AREA CODE & PHONE NO.

**REFERENCES:** Please review page 1 of this packet for more information.

20. List two (2) relatives, other than your parents, who will always know your address. You may use close family friends if you do not have relatives with U. S. addresses. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old.

1. RELATIVE REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS	CITY	STATE	ZIP

2. RELATIVE REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS	CITY	STATE	ZIP

21. List three (3) references, other than Cal Poly students, staff, or previously listed references who will always know your address. Each reference must have a different home address and phone number and they cannot be the same as yours, your parents, or any other reference listed. References must be at least 18 years old and reside in the United States.

1. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS	CITY	STATE	ZIP

2 REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS	CITY	STATE	ZIP

3. REFERENCE NAME	HOME: AREA CODE & PHONE NO.	EMPLOYER NAME	EMPLOYER: AREA CODE & PHONE NO.
HOME: MAILING ADDRESS	CITY	STATE	ZIP

I certify that to the best of my knowledge the information provided is true and correct. I acknowledge that I am receiving a loan that must be repaid, and that I am required to notify Cal Poly (Noyce Monitor, Dr. John Keller), and the student loan billing service, ECSI, of all changes until the loan is paid in full. I understand that my failure to repay this loan as outlined in the promissory note terms and conditions will result in Cal Poly, SLO withholding all University services until my loan delinquency is resolved.

\_\_\_\_\_  
BORROWER'S SIGNATURE

\_\_\_\_\_  
DATE OF SIGNATURE

## REVIEW YOUR FORMS BEFORE SUBMITTING THEM:

Make sure you review all your forms and submit them together. Incomplete forms will be rejected. You will not receive your funds until these forms are completed successfully.

- **Promissory Note:**
  - Make sure you have written in your full name and permanent address
  - Make sure you have provided all other information requested
  - Make sure you read each page of this document and understand its contents
  - Make sure the first page is signed and dated
  - Make sure you print a copy of the Promissory Note for your records
  
- **Statement of Rights & Responsibilities:**
  - Make sure you read each line item carefully and understand its contents
  - Sign and date the bottom of the form
  - Make sure you print a copy of this document for your records
  
- **Student Loan Worksheet (2 page document):**
  - Make sure you read over the Instruction Page before completing this document
  - Do not leave any line item blank
  - Do not line through any question
  - Do not answer with N/A
  - Make sure ALL reference information is provided as requested
  - Make sure you sign and date the bottom of the second page
  
- **Forms to submit:**
  - All of this loan packet – with an original signature and date
    - Statement of Rights & Responsibilities – with an original signature and date
    - Two page Student Loan Worksheet – with an original signature and date
    - Three (3) page Promissory Note – with an original signature and date (complete items 1 through 5 at the top of the Note)
  - Mail or walk in these forms to:  
  

Cal Poly Student Accounts Office  
Administration Building, Room 211  
San Luis Obispo, CA 93407
  
- **Faxes and photocopies are not accepted!**
- **Student Loan Worksheet, Statement of Rights & Responsibilities & Promissory Note must be submitted together**
- **The Student Accounts Office will hold rejected forms for up to 5 days. They will then be mailed back to the student with notes as to what information is missing, accompanied by an instruction page. The Student Accounts Office does not keep notes on what information is missing. The Noyce program recipient will be responsible for reviewing the provided instruction page, and their loan forms - and making the necessary adjustments.**

**Robert Noyce Science Teacher  
Scholarship Program  
A Forgivable Loan**

**EMPLOYMENT & CONTACT UPDATE**  
SCIENCE NSF 08-532  
*Submitting updated information is a program requirement!*

The Robert Noyce Science Teacher Scholarship program awards scholarships to Cal Poly, San Luis Obispo juniors and seniors seeking to become K-12 science teachers. A Noyce Scholarship recipient (the student who received the award) is **required** to provide updated employment and contact information **in writing** to the school that disbursed the scholarship award (Cal Poly, San Luis Obispo). **WARNING: COMPLETING/SUBMITTING THIS FORM IS A NOYCE SCHOLARSHIP PROGRAM REQUIREMENT. IF YOU DO NOT RETURN THE COMPLETED FORM TO THE COS&M (ADDRESS PROVIDED BELOW) WITHIN 30 DAYS YOU WILL BE OUT OF COMPLIANCE WITH YOUR NOYCE PROGRAM AND WILL BE REQUIRED TO IMMEDIATELY REPAY THE SCHOLARSHIP FUNDS RECEIVED.**

**BORROWER INFORMATION (please print clearly)**

Borrower's name (last, first): \_\_\_\_\_  
Borrower's mailing address: \_\_\_\_\_  
Borrower's daytime phone number: \_\_\_\_\_  
Borrower's EMAIL address: \_\_\_\_\_  
Borrower's last 4 digits of Soc. Sec.#: \_\_\_\_\_

Mail completed form to:

Cal Poly COS&M  
Dr. John Keller  
SLO, CA 93407-0403

Lending Institution:

Cal Poly, San Luis Obispo  
Student Accounts Office  
SLO, CA 93407

**CANCELLATION GUIDELINES (please check off all that apply)**

I, the Noyce Scholarship recipient, am not currently employed as a full-time science teacher. I understand that I have a total of eight (8) years from the date I graduate from my science program for which the funds were awarded to complete my teaching service obligation. Note: if you are not employed as a teacher at this time, you do not need to do anything else but sign form.

OR

I, the Noyce Scholarship recipient, am currently – or have previously – taught in a K -12 school district as a full-time science teacher. The district where I am, or was, teaching meets one or more of the Noyce teacher cancellation criteria below (check off all that apply):

\_\_\_\_\_ It has a higher percentage of individuals from families with incomes below the poverty line;

\_\_\_\_\_ It has a high percentage of secondary school teachers not teaching in the content area in which the teachers were trained to teach; or

\_\_\_\_\_ It has a high teacher turnover rate.

**CERTIFICATION PERIOD (please complete this section if you ARE or WILL BE a teacher)**

There are two steps to the cancellation process: (1) to inform us that you are, or will be, a science teacher; and (2) to confirm that you completed your year of service as a science teacher. **One year's Noyce Scholarship award is forgiven (cancelled) for every two years of teaching service the recipient performs (according to the guidelines of the program).**

(1) I AM, OR WILL BE, a science teacher (for THIS or NEXT year) Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

(2) I WAS a science teacher (for a PREVIOUS year) Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

**BORROWER SIGNATURE**

I declare that the information above is true and correct. I further declare that I will notify Cal Poly or ECSI (billing service) immediately upon any change in my status.

Borrower's signature: \_\_\_\_\_ Date of signature: \_\_\_\_\_

**SCHOOL (EMPLOYER) CERTIFICATION (to be completed by school-designated authorized official)**

I certify that the information given above is true and correct.

School name: \_\_\_\_\_ School district: \_\_\_\_\_

School address: \_\_\_\_\_ School phone: \_\_\_\_\_

\_\_\_\_\_ Name of Official: \_\_\_\_\_

\_\_\_\_\_ Title of Official: \_\_\_\_\_

Official's signature: \_\_\_\_\_ Date of signature: \_\_\_\_\_

FORM NOT VALID WITHOUT  
OFFICIAL SEAL OR STAMP