

## Postponement and Cancellation Form Instructions:

If you are completing your <b>first year of teaching</b> in a high need school:	
<b>Page 1</b>	Check the first box under Postponement, and the only box under Cancellation. Fill out section A with your current information and sign and date. (You do not need to worry about the "Program and Loan Nos. on billing statement" at the top right unless you are submitting this form very late and have already been sent a bill.)
<b>Page 2</b>	Once you're sure where you'll be teaching next year, fill out section B for the postponement (so you won't be billed after the grace period ends). For example, if you are canceling the 12-13 academic year, the postponement section should be filled out for the 13-14 academic year.
<b>Page 3</b>	Fill out section C with the info on the school where you just taught. Have a certifying official sign, date, and use the official institutional seal (*Important! SBS will NOT accept the form without this). The official could be your principal or HR person, for example. Double check the correct dates are on everything. They should be signing once the school year is complete.
If you are completing your <b>second year of teaching</b> in a high need school:	
<b>Page 1</b>	Only check the box for Cancellation. Fill out section A with your current information and sign and date. (You do not need to worry about the "Program and Loan Nos. on billing statement" at the top right unless you are submitting this form very late and have already been sent a bill.)
<b>Page 2</b>	Ignore this page.
<b>Page 3</b>	Fill out section C with the info on the school where you just taught. Have a certifying official sign, date, and use the official institutional seal (*Important! SBS will NOT accept the form without this). The official could be your principal or HR person, for example. Double check the correct dates are on everything. They should be signing once the school year is complete. Now you are officially done with these forms, and have been teaching for two years! <b>Congratulations!!!!</b>