

**YOU CAN RETURN THIS FORM ONLINE BY UPLOADING THE COMPLETED FORM AND ANY SUPPORTING DOCUMENTATION.**

How do I upload the form and supporting documents?

Step 1: To upload the completed form and any supporting documentation, you must sign in to your online account at [heartland.ecsi.net](http://heartland.ecsi.net).

Step 2: Select the account you want to apply the deferment to by Viewing the Account.

Step 3: Under the **Documents Section**, click on the **Download or Upload Entitlement Form** button located at the top of the Documents page.

Step 3: Set the response to "Have you downloaded the entitlement form yet?" to **Yes**.

Step 4: Select the form name that you are uploading from the **Select a Form** dropdown list.

Step 5: Click on the **Choose a File to Upload** link and select the file you would like to upload. You can upload up to 5 documents per entitlement form type.

*IMPORTANT: The file format for the document(s) that you upload must be PDF. The file size for each file uploaded must be less than 4MB per file.*

Step 6: Once you have added all of the documents you would like to upload, click on the **Submit** button. You will receive an on-page confirmation that your documents have been uploaded successfully.

You can view the documents you uploaded under the Entitlement Documents section on the Documents page.

**Don't have an online account?**

Go to [heartland.ecsi.net](http://heartland.ecsi.net), click on the **Help Center**, and select **Are You New to Heartland ECSI**. Follow the instructions to Create a Profile and Connect an Account.

You can also return this form via U.S. Mail at the address listed on the form.





# Arizona Teachers Academy Service Obligation Deferment Request

### Personal Information

Name: \_\_\_\_\_ Date of Birth: (MM-DD-YYYY): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

### Arizona Teachers Academy Scholarship Information

Institution (ATA Scholarship Grantor): \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Degree or Certification Program: \_\_\_\_\_

Number of Semesters Funded by ATA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

### Deferment Request

I understand that as part of my student agreement I am obligated to complete a period of service for every year I received a scholarship. I am requesting a deferment of my service obligation for the following reason:

I am temporarily totally disabled (provide a note from your Physician describing your condition when you upload this form)

I have been called to active duty in the armed forces of the United States (include a copy of your most recent orders when you upload this form)

I am enrolled, registered and progressing toward timely degree completion in a full-time graduate degree program that would delay required full-time teaching requirement to one year following completion of the graduate degree program or two years post-bachelor's degree, whichever is less (provide a receipt showing your tuition paid)

I have an extraordinary circumstance beyond my control (attach a description of your circumstance)

Duration of Requested Deferment- Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I hereby affirm that the information I have provided in this report is to the best of my knowledge complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

