T.E.A.C.H. Participant Checklist

T.E.A.C.H. Early Childhood®
Nebraska
A Program of Nebraska Association for the Education of Young Children

1 Applying for a Scholarship (CDA)

- ☐ Submit a complete application, allow 4-6 weeks to process application.
- ☐ T.E.A.C.H. will notify you with an award call & will mail you an award packet.
- ☐ Read completely, **sign and send** back:
    - ◊ Contract (Form A)
    - ◊ Student Consent to Release Information Form
    - ◊ Apply for FAFSA and submit documentation, if you haven't already

2 Each Term

- ☐ Meet with an advisor and register for course selection(s) at your college.
- ☐ Contact T.E.A.C.H. office with each class selection including:
    - · College you will be attending
    - · Course Name and # (Ex. Expressive Arts ECED 1100)
    - · Credit hours
    - · Location; online or on campus
- ☐ T.E.A.C.H. sends a letter to your college authorizing payment for your approved credits.
- ☐ Order or pick up textbooks using your T.E.A.C.H. account.

3 Begin Term

- ☐ Start class(es)

(Notify the T.E.A.C.H. office if you have any changes to your schedule, questions and/or problems)

4 Paying for Your Tuition & Book Portion

- ☐ T.E.A.C.H. receives an invoice from your college for your tuition bills/books.
- ☐ T.E.A.C.H. compares the invoice to the information submitted and then pays the invoice to the college/bookstore.
- ☐ T.E.A.C.H. sends an invoice to you for your portion of tuition/book charges.

5 Completing Your Term

- ☐ Submit your final grades to the T.E.A.C.H. office.

6 Repeat

- ☐ Repeat steps 2- 5 for each term of your contract.

7 Finishing Your Contract

- ☐ Decide if you would like to renew your scholarship.
- ☐ Notify the T.E.A.C.H. office if you **do not** wish to continue.
- ☐ Fill out, sign and return Information Update Form and new Contract.
- ☐ Once coursework is complete, receive bonus from T.E.A.C.H.

Contact Information:

T.E.A.C.H. Early Childhood® NEBRASKA
650 J Street, Suite 23
Lincoln, NE 68508
Phone: 402-858-5143
Email: teach@nebraskaAEYC.org
Website: www.NebraskaAEYC.org