

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



1

Applying for a Scholarship (Associate or Bachelor's Degree)

- Talk to your director (if applicable) about sponsoring you for a T.E.A.C.H. scholarship.
- 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

Each Term

2

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)

- 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.
- Talk to your employer about school, work & release time schedules.
- Family child care providers request sub reimbursement.

Paying for Your Tuition & Book Portion

4

- 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. subtracts \$ you owe for your % of books/tuition from travel stipend (and/or sub reimbursement for family child care providers).
- T.E.A.C.H. sends an invoice to sponsoring program for their portion of tuition/book charges.

Completing Your Term

- Submit your final grades to the T.E.A.C.H. office.
- Teachers submit release time claim.

5

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 paperwork is complete, receive bonus from T.E.A.C.H.
- T.E.A.C.H. notifies your sponsoring program to award bonus or raise.

Contact Information:

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