

T.E.A.C.H. Check List

- Read your entire contract.
- Sign & return one copy of your contract along with recipient and center W-9s.
 - *A signed contract must be returned to T.E.A.C.H. for any payments to be approved.
 - *Contracts not returned within 30 days will be terminated.

As a T.E.A.C.H. scholarship recipient, each semester you are responsible for 4 things:

- 1. Register**
 - a. Associate Degree students: register for (up to) 2 approved classes.
 - b. Director's Credential students: register for the Director's class.
 - c. CDA students: register for classes needed. Fast track students inform your counselor that you are doing fast track.
 - d. CDA online programs: contact your counselor when you are ready to start. We will contact your college/ program to authorize payment. They will then contact you and send your materials.
- 2. Fax your printed schedule to T.E.A.C.H. the day you register so authorization can be sent to the college to pay your tuition.**

***It is not the responsibility of T.E.A.C.H., your college or your director to register you for classes or to send your schedule.
- 3. Purchase your required text books. Submit Form B, copies of your receipts and your syllabus to show proof of required books for reimbursement.**
- 4. Send your grades at the end of each completed semester. T.E.A.C.H. cannot authorize new classes if you have outstanding grades, or a balance on your account.**

Release time

- Discuss and develop a Release Time plan with your director.
- Submit Form C to claim release time on a monthly or semesterly basis.

Release time is a part of the contract and must be given to those teachers working 30 hours per week. Release time is 3 hours per week (per semester) while classes are in session.

CDA scholarship recipients

- If you plan to go on for a National CDA, please inform your counselor. If you do not, we cannot pay for a National CDA for you once we have given you a bonus.

AS Degree & Director Credential scholarship recipients

- If you want to do a National CDA, please submit a separate National Scholarship application.

Reimbursement Claims

- All claims for tuition, books and release time must be received within 45 days of the end of each semester to be processed for reimbursement. Late claims will not be paid.

All contracts are subject to termination after two semesters with no activity.

\$\$\$ You will receive a bonus at the end of each completed contract when all payments, grades and/or certificates have been received. \$\$\$