



RECIPIENT HANDBOOK

T.E.A.C.H. MISSOURI

A Scholarship & Compensation Opportunity for
Early Childhood Educators and Directors



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T.E.A.C.H. Early Childhood® Missouri is a licensed program of Child Care Services Association

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WELCOME TO T.E.A.C.H. MISSOURI

Please read the following Handbook. The information will help you use and understand your T.E.A.C.H. MISSOURI Scholarship.

Dear Scholarship Recipient,


Welcome to T.E.A.C.H. MISSOURI and congratulations on continuing your education in early childhood. As a scholarship recipient, you can now earn college credits towards your professional degree. We encourage you to share the new ideas and skills you learn with your coworkers and families at your child care program.

This handbook will assist scholarship recipients in getting the most benefit from their T.E.A.C.H. MISSOURI Scholarship. It is very important that you understand how to become an active participant in the scholarship. Included here is information about the scholarship processes and general information about attending college. Please read through the entire handbook. If you have questions, call T.E.A.C.H. MISSOURI for answers.

You **must** sign the Acknowledgement of Receipt of Recipient Handbook found on page 22 and **return the signed copy** to T.E.A.C.H. MISSOURI with a copy of your signed contract (Form A). Failure to return this acknowledgement page may cause the withdrawal of your scholarship offer, so please read and return your signed Acknowledgement of Receipt of Recipient Handbook with your signed contract.

Contact us with questions or concerns you may have. We have included a staff directory on page 21 of this handbook. We are here to serve and advocate for you.

Sincerely,



Beth Ann Lang
Director
T.E.A.C.H. MISSOURI

GLOSSARY OF TERMS

Academic probation—when an “F” is received for any course or when the grade point average with T.E.A.C.H. MISSOURI during a contract falls below a 2.0.

Accessibility stipend—\$55 each semester you take courses with T.E.A.C.H. MISSOURI if you have an Associate, Bachelor, Pre-Certification, or Student Teaching scholarship model.

Associate degree—an undergraduate degree awarded by colleges and universities upon completion of a course of study lasting two years.

Bachelor’s degree—an undergraduate degree consisting of four years of study, typically requiring a minimum of 120 credit hours of study.

Bonus—\$150 to \$450 given by T.E.A.C.H. MISSOURI to a scholarship recipient who has completed their education period with a minimum of 9 completed credit hours (unless the contract minimum stipulates fewer than 9 credit hours for completion). This bonus may or may not include compensation from the sponsor (depending on the scholarship model) and is paid by T.E.A.C.H. MISSOURI in two installments. Bonus amounts are dependent upon the T.E.A.C.H. MISSOURI scholarship model.

Certification—state teaching certificate that allows a person to teach in a public school system in Missouri.

Charge approval—a letter sent to the college or university stating that T.E.A.C.H. MISSOURI will pay for the tuition. These letters are generally faxed or emailed to the business office at the college or university and is also called a pre-authorization.

College advisor—a counselor at the college or university who is there to help you select appropriate courses based on academic goals.

Commitment time—every T.E.A.C.H. MISSOURI Scholarship includes commitment time. After the education period, you are committed to remaining with your current employer or within the early childhood field for 3-12 months. The flexibility and length of the commitment time is dependent upon the T.E.A.C.H. MISSOURI scholarship model.

Contract—a contract (Form A) is a legal document that outlines the agreement between you, your sponsoring employer, and T.E.A.C.H. MISSOURI.

Copay—10-15% of tuition and books that is due from each recipient each term courses are taken. The percentage depends on the scholarship model.

Drop—when you withdraw from a course without incurring any tuition charges. If tuition has already been paid, the full amount will be refunded. Courses that you drop do not show up on your college transcript.

Education period—this consists of three standard, consecutive college semesters used to complete 9-15 credit hours of coursework for most scholarship models. Pre-Certification and Student Teaching models have a shortened education period. You can find the start and end date on the contract.

Fees—charges that T.E.A.C.H. MISSOURI does **not** cover. Students are solely responsible for all fees charged by the college or university.

Financial aid—money that can be used for higher education and comes in the form of grants, work-study, scholarships, and student loans. Most frequently, people are referring to the FAFSA when inquiring about financial aid. This is a **Free Application for Federal Student Aid** and can be accessed at www.fafsa.gov.

Form A—legal contract outlining responsibilities and commitment of all parties involved. A signed copy must be returned to T.E.A.C.H. MISSOURI in order for you to become a scholarship recipient.

Form B—used to claim tuition, accessibility stipend, and books per semester you attend courses.

Form C—used by the sponsor to claim paid time off given to the recipient. (Not available for all scholarship models.)

Grant—money that does not have to be repaid and can be used for a range of educational expenses.

Incomplete grade—when a course is not completed during the semester but can be completed later. Courses with “I” as a grade do not count as completed hours for your scholarship. Instead, you will owe T.E.A.C.H. MISSOURI for the course and any books that were covered unless the course is completed by the end of the following term.

Itemized receipt—a receipt showing a price for each item purchased. Receipts must show a total and a list of items purchased. All receipts **must** be itemized, whether for tuition or books.

Paid time off—is paid time away from work to attend courses, study, or attend to personal needs; included in Associate, Bachelor, and Pre-Certification scholarship models.

Personal Responsibilities Agreement and Acknowledgment of Receipt of Recipient Handbook—is a form located on page 22 that must be returned prior to any authorizations or claim processing.

Pre-Authorization Request Form—form used to let us know which courses you’ll be taking each term. You can fax or mail the form or call us with the course information.

Purge date—this is the date set by the college or university when tuition must be paid. If tuition is not paid by the purge date, or courses are not held by a charge approval, the college will drop the courses from their registration database.

Release time—is paid time off. This terminology still appears on some forms and might be familiar to existing recipients and directors. For the purpose of this handbook, we will refer to release time as [paid time off](#).

Registration—enrolling in a college course as a student.

Scholarship—financial support for a student’s education.

Scholarship Counselor—your Counselor is a specific individual who is assigned to work with you and your sponsor during the contract. This is the person you should ask for when calling our office. Your counselor can assist you with questions about the scholarship, questions or concerns about courses, and maximizing your T.E.A.C.H. MISSOURI benefits. *Contact your counselor at least once per semester.*

Sponsor—the child care program that is agreeing to pay a percentage of books and tuition. This is usually the recipient’s employer.

Student loan—student aid funds that you must repay with interest. There are both subsidized and unsubsidized student loans. Speak with a Financial Advisor at your college or university for more information.

Student Teaching—supervised instructional time as part of an undergraduate bachelor’s degree that leads to teacher certification.

T.E.A.C.H.—**T**eacher **E**ducation and **C**ompensation **H**elps, a national scholarship and compensation project licensed through Child Care Services Association.

Term—semester of college courses.

Withdrawn—when you withdraw from a course without getting a full refund of tuition. Withdrawn courses usually, but do not always, show up on your transcript with a “W”, “WP”, or “WF” grade. You must repay T.E.A.C.H. MISSOURI any tuition and book costs that we covered for a withdrawn course.

CONFIDENTIALITY

T.E.A.C.H. MISSOURI agrees to respect and maintain confidentiality of all personal information. T.E.A.C.H. MISSOURI does not sell personal information. Aggregate data for reporting is shared. Communication between recipients, sponsors, and T.E.A.C.H. MISSOURI may also be shared with funders of the scholarships and be used to determine continuing scholarship eligibility. Email addresses of recipients and sponsors are used to communicate scholarship related information, as well as, opportunities to advocate for early childhood programs and T.E.A.C.H. MISSOURI. In addition, information is shared with your college or university to verify that you are enrolled in courses and to facilitate T.E.A.C.H. MISSOURI tuition payments.

FORMS AND INSTRUCTIONS

In this section...

- **Form A**
- **Form B**
- **Form C**
- **Pre-Authorization Request Form**

FORM A

[Form A](#) must be signed and returned to T.E.A.C.H. MISSOURI in order for any payments or reimbursements to be processed. A signed Form A may be faxed to T.E.A.C.H. MISSOURI to expedite a charge approval. **However, an original signed form must be mailed to T.E.A.C.H. MISSOURI.**

Form A indicates the scholarship model. See [Appendix H](#) for a matrix showing the different scholarship models available.

It should be noted that the contract specifies that Child Care Aware[®] of Missouri is one of the parties agreeing to the contract. Child Care Aware[®] of Missouri is the parent organization for T.E.A.C.H. MISSOURI and is the business name for the Missouri Child Care Resource and Referral Network.

FORM B

[Form B](#) needs to be completed and turned in each semester you are enrolled in college courses for your T.E.A.C.H. MISSOURI Scholarship. It is used to claim book and tuition payments. It is also used to process the [accessibility stipend](#) if your scholarship model includes it.

The form has three sections. The top portion of the form has information about you. Please verify that the information is correct and select the term that you are claiming for reimbursement.

T.E.A.C.H. MISSOURI Scholarship

Reimbursement Claim Form

Please return with receipts to:
Child Care Aware[®] of Missouri
1000 Executive Parkway Dr., Ste. 103
St. Louis, MO 63141

Form B
TA-1

Fax to:
866-697-8168

Recipient information

Abigail Van Burren
111 W. Washington St.
St. Louis, MO 63113-2222
ID# MO-000108

College: Van Burren University
Child Care Facility: Test Center
TEACH Counselor: Penny Mosher
Special Project:

Submit all term claims within 30 days after the close of each semester.
Failure to do so will result in forfeit of money for the claims.

School Term Attended
circle one Fall Spring Summer

(Year) 2016

Indicate the term and year

The middle portion of the form is for information about tuition. Even if T.E.A.C.H. MISSOURI pays tuition directly to the college or university, you must complete this section of the form. For more information about how to complete the middle section of Form B, see [Tuition](#) under the Procedures section in this Handbook.

The bottom portion of the form is for claiming any book purchases. For information about how to properly complete this section of the form, see [Books](#) in the Procedures section.

To process claims for tuition paid or books purchased by a recipient or sponsor, receipts must be included. In addition, receipts must be [itemized](#). All tuition receipts must indicate that there is a zero balance on the student's account or show payments that are at least equal to the claim amount. Book receipts must show the title of the book and need to show that the balance of the books is zero. For an example of a completed Form B with sample receipts, see [Appendix A](#).

FORM C

[Form C](#) is used to claim paid time off. Copies of the form are mailed to the *sponsor* at the start of each contract for qualifying models. (Entry Associate and Student Teaching scholarships do not include paid time off.) If you have an Associate, Bachelor, or Pre-Certification model, paid time off is **required** in the contract. However, it is up to you and your director to determine how, when, and in what increments paid time off is used. Contractually, Bachelor and Pre-Certification models require 2 hours of paid time off each week, and the Associate model requires 3 hours per week of courses.

Your program director may complete Form C or you may. Either way, please ensure that it is completely filled out. (See the example in [Appendix B](#) for a sample of a completed Form C.) ***Paid time off cannot be claimed unless the form is signed by you and your director.*** When you and the director sign Form C, you are confirming that the information is accurate. Do not sign and send the form if the information is inaccurate. Let your Scholarship Counselor know if you are having problems getting the required paid time off.

Reimbursement for paid time off is **paid to the sponsor**. Recipients only receive reimbursement for paid time off if they are the owner of a family child care business. All other reimbursement checks for paid time off are made out to the sponsor.

PRE-AUTHORIZATION REQUEST FORM

You will receive copies of the Pre-Authorization Request Form with the acceptance packet. This form serves one purpose: it lets T.E.A.C.H. MISSOURI know which courses you will be taking. If you call the office and give course information to your Scholarship Counselor, then you do not need to complete the Pre-Authorization Request. If you complete the form and fax or mail it to T.E.A.C.H. MISSOURI, be certain to include a copy of your registration, indicate the term, where you will take courses, and list each course on the lines provided. If you need a [charge approval](#), mark the box for *Intended Method of Payment* as T.E.A.C.H. As soon as we receive the Pre-Authorization Request and see you have requested a charge approval, we will input the courses in our system and send a letter to the college or university you will be attending. For an example showing how to complete a Pre-Authorization Request, see [Appendix C](#).

PROCEDURES

In this section...

- **Contract Acceptance**
- **Registering for Courses**
- **Getting a Charge Approval**
- **Tuition**
- **Books**
- **Accessibility Stipend**
- **Paid Time Off**
- **Adding, Dropping, and Withdrawing from a Course**
- **Grades**
- **Academic Probation**
- **Student Teaching**
- **Pre-Certification**
- **Evaluations**

CONTRACT ACCEPTANCE

Once you are approved for a scholarship, an acceptance packet is mailed to your home address. The acceptance packet includes a letter, Pre-Authorization Requests, Form As, Form Bs, and instructions. Read the Form A carefully. By signing a contract, the recipient and sponsor are accepting all terms described in the contract. To accept the scholarship and make it active, T.E.A.C.H. MISSOURI must receive Form A with the applicant's and sponsor's signatures. Only when the signed contract is returned to T.E.A.C.H. MISSOURI is the applicant considered to be a scholarship recipient. Additionally, no charge approvals or reimbursements can be processed until the signed contract is received and the [Acknowledgement of Receipt of Recipient Handbook](#) is also submitted.

Although contracts can be faxed to T.E.A.C.H. MISSOURI to expedite charge approvals, **one original must be mailed to the office for auditing purposes.**

By signing the contract, the recipient is agreeing to:

- Enroll, complete, and pass all courses
- Communicate with a T.E.A.C.H. MISSOURI Scholarship Counselor about course enrollment at the beginning and end of the semester or if a course schedule changes
- Submit a valid grade report to T.E.A.C.H. MISSOURI
- Reimburse T.E.A.C.H. MISSOURI 10% to 15% of the cost of tuition and books, depending on scholarship model and option
- Complete and submit all forms in a timely manner
- Remain employed at the sponsoring child care program during the education period and commitment time
- Continue employment with the sponsoring program or in the field of child care for an additional 3 to 12 months past the end of the educational period, depending on scholarship model and option

REGISTERING FOR COURSES

The process of registering for courses varies by college. However, if a recipient has not taken college courses, or has not taken courses recently, the first step is to apply for admission to the institution. (Admission fees are not covered by T.E.A.C.H. MISSOURI.) In addition, many institutions encourage students to apply for financial aid. To maximize T.E.A.C.H. MISSOURI funding, all scholarship recipients enrolled in courses after June 2014 are required to apply for federal student aid. (For additional information about applying for federal student aid, please refer to the [Financial Aid](#) section.)

Once a recipient is accepted to an institution, it may be necessary to take placement exams. If this is the case, T.E.A.C.H. MISSOURI cannot pay for any placement exam fees. However, if a recipient has an Entry Associate Scholarship, T.E.A.C.H. MISSOURI may pay for one general education course if the course is required before enrollment in early childhood or early childhood special education courses is permitted. This exception is permitted on a case-by-case basis. Call your Scholarship Counselor for more information. If T.E.A.C.H. MISSOURI cannot cover a pre-requisite general education course, the recipient will be responsible for all costs associated with the course(s).

The first term in a contract is limited to 3-6 credit hours. Approval for more than 6 credit hours requires special approval and may require additional documentation. Approval of an appropriate course load is always at the discretion of your Scholarship Counselor.

To register for courses that are required for your certification or degree program, recipients must meet with a college Advisor. Colleges and universities typically assign an advisor to new students, but if you do not have an advisor, it is your responsibility to contact the college or university to seek advisement regarding course selection.

Many institutions have very rigid policies surrounding registration. Current students register before new students, and some schools restrict registration based on previous credit hours completed. For more information about Missouri-based colleges,

see the online [T.E.A.C.H. MISSOURI College Directory](#). Check the college or university website for deadlines and guidelines about registering for courses. Once a recipient has registered for courses, arrangements need to be made to pay tuition. The recipient can either pay the tuition and submit applicable receipts with [Form B](#) or request a [charge approval](#).

All scholarship models support early childhood and early childhood special education courses. Associate, Bachelor, Pre-Certification, and Student Teaching models also support general education. If in doubt about whether a course can be claimed, please call and confirm with your Scholarship Counselor **prior** to registering for the course.

GETTING A CHARGE APPROVAL

If a recipient would like to have T.E.A.C.H. MISSOURI pay tuition to the college or university, a charge approval must be arranged. Recipients can call and request a charge approval or submit a Pre-Authorization Request. For details about how to complete a Pre-Authorization Request, see page 9. If there is any doubt about whether a charge approval can be sent for a course, please call prior to registering for the course. T.E.A.C.H. MISSOURI is able to process charge approvals for all Missouri-based public colleges. Call your Scholarship Counselor about charge approvals for private colleges.

TUITION

Tuition can be claimed using Form B. To claim tuition paid by a sponsor or recipient, the form must be complete and include receipts showing the tuition amount and a balance of zero. A copy of a Student Account statement should also be included. On the “Tuition amount” line, write the amount of tuition. Do not include fees or administrative charges. Indicate who paid

the tuition and list the courses on the lines provided. (See the figure.)

If T.E.A.C.H. MISSOURI paid for the tuition, please show this on the form and submit it. Even if you do not claim tuition, you must submit Form B each semester within the education period. See [Appendix A](#) for an example of a completed Form B with sample receipts.

Tuition and Fees	
Tuition/Fees Amount: \$ <u>1018.00</u>	
Tuition paid by: check one	
<input type="radio"/> Recipient <input type="radio"/> Child Care Facility <input checked="" type="radio"/> T.E.A.C.H. <input type="radio"/> P.E.L.L.	
Course Titles:	Credit Hours:
<u>ECE108 Infants, Toddlers, & 2 Yr. Olds</u>	<u>3</u>
<u>ECE125 Child Growth and Dev. I</u>	<u>3</u>
_____	_____
_____	_____
_____	_____

MIDDLE SECTION OF FORM B

BOOKS

Books can be claimed using Form B. The bottom portion of the form allows you to specify who purchased the books, how much they cost, and the book titles. (See the figure.) First, specify who purchased the book(s) and list each book separately on the lines provided. In the “Price” column, write the price of the book **without** tax or shipping. (Use a second Form B to claim more than six textbooks.) Include a total for all books on the “Total Books Amt” line. When submitting Form B, you must include [itemized receipts](#) showing the amounts of the books, book titles, and confirmation that the books have been purchased. A print out of required books for a course cannot be used to claim books.

Books	
Total Books Amount: \$ <u>132.05</u> (Tax should NOT be included)	
Books paid by: check one	
<input checked="" type="radio"/> Recipient <input type="radio"/> Child Care Facility <input type="radio"/> P.E.L.L. <input type="radio"/> N/A - No Book Purchase	
Book Title:	Price:
<u>Infancy and Childhood</u>	<u>86.25</u>
<u>NAEYC/Developmental</u>	<u>45.80</u>
_____	_____
_____	_____
_____	_____

BOTTOM SECTION OF FORM B

Books purchased online or through the college bookstore are acceptable. However, the receipt must show the title and amount paid. A packing list that doesn't include the price of individual books cannot be used. For an example of book receipts, see [Appendix A](#). Also note that if books are charged to the student's account, then an account statement must be submitted with the claim.

ACCESSIBILITY STIPEND

The accessibility stipend is available for Associate, Bachelor, Pre-Certification, and Student Teaching scholarship recipients. Every semester a student attends courses, she/he will receive a stipend of \$55 credited to their T.E.A.C.H. MISSOURI account. Receipts are not required for the stipend. It is processed when the Form B for the semester is processed and occurs after T.E.A.C.H. MISSOURI has been billed for tuition. Submitting a completed Form B will ensure that the accessibility stipend is applied to the term. (In the past, this was called a travel stipend. However, T.E.A.C.H. MISSOURI cannot reimburse for taxi, bus, or parking fees.)

PAID TIME OFF

Paid time off is claimed using Form C. Copies of this form are mailed to the sponsor when a scholarship offer requiring paid time off is approved. Your director and you schedule and track paid time off, and both of you must verify the hours on the form by signing on the lines specified. No additional documentation is required from the recipient to process the Form C.

You are not eligible for paid time off during the summer semester if the program is not open during the summer semester. Also note that paid time off cannot be used during school breaks unless assignments are due.

Total Hours Claimed		39	
Director's Signature	<i>Surjia Director</i>	Teacher's Signature	<i>Abigail VanBuren</i>
Counselor: Penny Mosher			
<small>REF: MO-000108</small>			

BOTTOM OF FORM C

Some paid time off examples:

1. The course meets during the day while children are at the program; you may receive paid time off for the hours you attend the course.
2. A study group for the course is meeting during the day while children are at the program; you may receive paid time off for the hours you attend.
3. You are paid for your lunch break and use the time to study or attend to personal needs.
4. You work out a schedule with the director where you can leave early from, or arrive late to, work. You are paid as if on your normal schedule.

ADDING, DROPPING, AND WITHDRAWING FROM A COURSE

It is the responsibility of the scholarship recipient to notify T.E.A.C.H. MISSOURI if you plan to add, drop, or withdraw from a course during the term. The best way to do this is by calling your Scholarship Counselor and discussing potential changes prior to taking action with the college or university. If this cannot be done, then the scholarship recipient may incur charges from T.E.A.C.H. MISSOURI or the college or university.

After you drop, add, or withdraw from a course, T.E.A.C.H. MISSOURI may require that you submit proof of the actions by submitting a new schedule or an official add/drop form from the college or university. Know that you may incur tuition

charges at some colleges and universities for attendance in any course, and that some colleges do not automatically drop you for failure to attend. Please familiarize yourself with your college’s policies about adding, dropping, and withdrawing. Be mindful of applicable college dates and deadlines. Each semester, the college or university sets a deadline for the last day to drop courses for a 100% refund and the last day to withdraw from courses. Look at your college or university website or academic calendar for these dates.

What if I drop, withdraw, or fail a course?

Failed Course (Grade of “F”)	No financial penalty from T.E.A.C.H. MISSOURI unless the minimum credits for the contract is not reached, but T.E.A.C.H. MISSOURI is unable to pay for the course a second time.
Dropped Course after the 100% refund date	Scholarship recipient repays T.E.A.C.H. MISSOURI for any tuition paid. T.E.A.C.H. MISSOURI is unable to pay for the course a second time.
Withdrawn Course	Scholarship recipient repays T.E.A.C.H. MISSOURI for any tuition paid. T.E.A.C.H. MISSOURI is unable to pay for the course a second time.

GRADES

Recipients are required to mail, fax, or email grades as soon as the semester ends. Colleges and universities will not send the grade report to T.E.A.C.H. MISSOURI and may not send a paper copy to the student. Acceptable grade reports will have your name and your college’s or university’s name on it.

Grades may be obtained through the college’s or university’s website. This may be called an unofficial transcript or unofficial grade report. However, a printed page from the *course* website that shows grades for specific assignments is not acceptable. Those grades and the resulting grade for the course may or may not be what is reported to the registrar’s office, so they are not acceptable.

Grades may also be obtained from the Registrar or Records Office at the college or university. There may be a charge for getting an official transcript, so be sure to ask if unofficial transcripts are available for free.

WHAT HAPPENS IF I FAIL A COURSE?

T.E.A.C.H. MISSOURI understands that situations may arise that affect the ability of a scholarship recipient to pass a course. In lieu of this, T.E.A.C.H. MISSOURI will pay once for a course that was failed. However, the scholarship recipient pays for the tuition and associated costs of retaking the course.

Note: Each college determines what makes up a failing grade for general education and early childhood courses. Some courses must have a grade of a “C” or better while other departments may accept a lower grade. Contact your college advisor for more information.

If a recipient does not achieve the college’s minimum required grade and cannot continue in the degree program, T.E.A.C.H. MISSOURI cannot pay for any attempts to retake the course. If a recipient fails a course or earns a GPA of less than 2.0, the recipient will be placed on [academic probation](#) with T.E.A.C.H. MISSOURI.

ACADEMIC PROBATION

A recipient will be placed on academic probation with the T.E.A.C.H. MISSOURI Scholarship for the following term if, during the term the student fails a course or does not earn a term GPA of 2.0 or higher.

- A recipient on academic probation must earn a grade of C or better on courses taken within their scholarship contract.

- A recipient on academic probation will be restored to good academic standing the following term if a term GPA of 2.0 or higher is earned.
- Recipients on academic probation will be required to speak with a Scholarship Counselor at the beginning of the probationary period and complete an Academic Probation Acknowledgment Form.
- A recipient on academic probation will be required to secure prior approval for courses to be taken each semester and will be prohibited from taking more than 3 credit hours during the probationary term.

STUDENT TEACHING

If you will be student teaching, this is a special situation that requires additional documentation and a special scholarship model. The student teaching model covers 8-15 credit hours of early childhood, early childhood special education, or general education courses during one semester. Although the recipient does qualify for an accessibility stipend, there is no paid time off for this scholarship model. The work requirement during the education period is also adjusted. A recipient must work 5 hours per week at the sponsoring program while student teaching. The sponsoring program must provide additional compensation, and during commitment time, which is 3 consecutive months for this type of scholarship, the work requirement returns to 30 hours per week. Please ensure that your Form A indicates you are using a Student Teaching model if appropriate.

PRE-CERTIFICATION

If you only have 1 or 2 semesters remaining before student teaching will begin, a Pre-Certification scholarship might be the best option. These scholarship models cover 9-15 credit hours of early childhood, early childhood special education, or general education courses during one or two semesters. Although the recipient does qualify for an accessibility stipend and paid time off, the compensation from the sponsoring program is not optional. Please ensure that your Form A indicates you are using a Pre-Certification model if appropriate.

EVALUATIONS

Each year, T.E.A.C.H. MISSOURI requests feedback from scholarship recipients and sponsors regarding the program and its impact. This feedback, frequently referred to as an annual survey or annual evaluation, provides T.E.A.C.H. MISSOURI with data used to compile our annual report. The data used is aggregated to inform current and potential funders of T.E.A.C.H. MISSOURI about program successes.

The evaluation will be delivered by email for recipients who have an email address on file. However, recipients have the option of completing a paper evaluation by requesting one from T.E.A.C.H. MISSOURI. Paper evaluations are available by mail or fax and can be remitted by the same.

FINANCIAL INFORMATION

<i>In this section...</i>

- | |
|--|
| <ul style="list-style-type: none"> • <i>Financial Aid</i> • <i>Invoices</i> • <i>Reimbursements</i> • <i>Tax Information</i> |
|--|

When Form B, receipts, and applicable bills have been received, your Scholarship Counselor will process all claims and prepare applicable reimbursements and invoices. If a charge approval is sent for the courses, Form B will not be processed until a tuition bill from the college is received. Courses listed on the form are matched to those on the college bill and corresponding books are matched to each course.

FINANCIAL AID

It is a requirement that all scholarship recipients *apply* annually for federal aid through the Free Application for Federal Student Aid (FAFSA). Per regulations, any federal aid received by a recipient must be applied to the recipient's student account prior to the use of T.E.A.C.H. MISSOURI funds. T.E.A.C.H. MISSOURI wraps around federal funding received. The best time to do this is in the spring as soon as federal income taxes are filed. The Missouri preferred deadline to submit the FAFSA is April 1. However, you should check with your school's financial aid office to verify the deadline. Missing the state or school deadline does not mean you cannot apply using the FAFSA, but you may not be eligible for certain types of aid. A scholarship may be withdrawn when a recipient has not applied for federal aid or if federal aid is not accepted when awarded. In order to confirm completion of the FAFSA, you must provide a copy of your Student Aid Report (SAR).

HOW TO PRINT YOUR FAFSA STUDENT AID REPORT

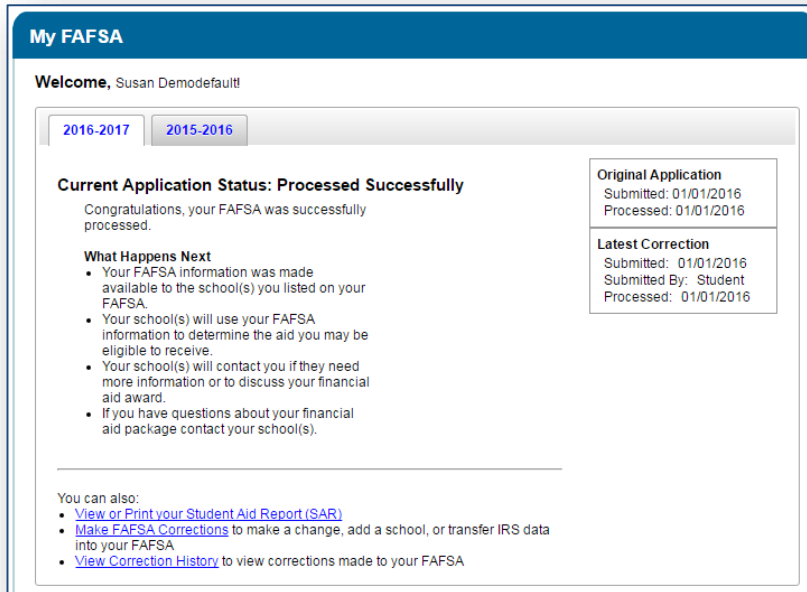
- T.E.A.C.H. MISSOURI requires that you print and submit a copy of your FAFSA SAR, but *not* your FAFSA. Five to seven business days after you have filed your FAFSA, you will receive an email notifying you that the FAFSA has processed and the SAR is now available.
- NOTE: the FAFSA cannot send T.E.A.C.H. MISSOURI a copy of the FAFSA SAR—we do not have a FAFSA school code. It is your responsibility to follow these instructions and submit the SAR to our office.

When you receive confirmation that your FAFSA has been processed, please follow these steps:

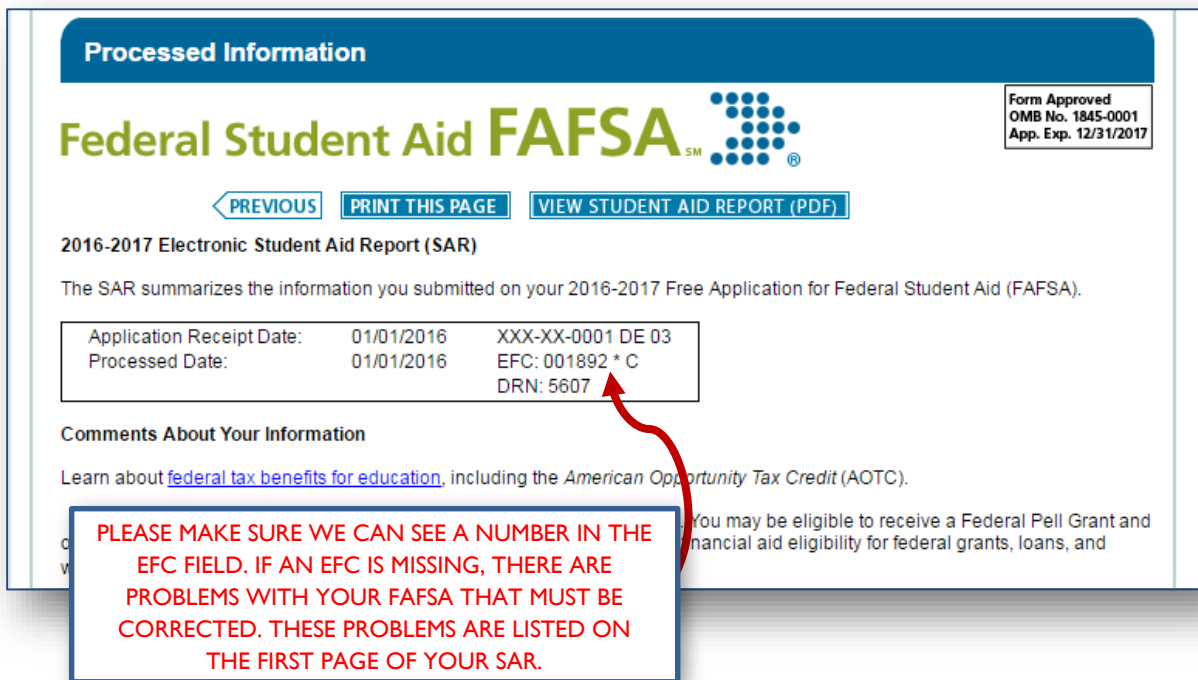
1. Visit www.fafsa.gov and click the 'Start Here' button in the center of the page.
2. When prompted, you can either access your information using your FSA ID or by entering your name, social security number, and date of birth. Click 'Next'.

The image shows a screenshot of the FAFSA login page. At the top, there is a 'Login' section with a 'Student Information' header. Below this, there are instructions and a 'Form Approved' stamp. Two radio buttons are present: 'Enter your (the student's) FSA ID' and 'Enter the student's information'. A 'Help and Hints' sidebar is on the right. Two blue callout boxes provide detailed views of each login option. The first callout, for 'Enter your (the student's) FSA ID', shows fields for 'FSA ID Username or Verified E-mail Address' and 'FSA ID Password', with links for 'Forgot Username' and 'Forgot Password'. The second callout, for 'Enter the student's information', shows fields for 'The student's first name', 'The student's full last name', 'The student's Social Security Number' (with a 'From a Freely Associated State?' link), and 'The student's date of birth (mmddyyyy)', along with a 'NEXT' button.

- You should see the words 'Current Application Status: Processed Successfully' on this screen in bold lettering. Click one of the blue link for 'View or Print your Student Aid Report (SAR)'.



- This should open up your SAR. You **must** save the SAR to your computer or print it off using the buttons at the top of the SAR. Please submit a copy of all pages of the SAR by email, mail, or fax to our office. (See [contact information](#) for appropriate fax number, email, and mailing address.)



Please make sure we can see your full name and Expected Family Contribution (EFC) on the FAFSA SAR.

T.E.A.C.H. MISSOURI **cannot** cover any tuition or process any claims for books, paid time off, or the accessibility stipend after completion of the first semester if we have not received the FAFSA SAR. The SAR must include your name and your EFC.

INVOICES

If the total owed for tuition and book copays exceeds the amount you claim, you will be invoiced for the difference. You will have 60 days to pay the invoice. A second notice will be sent if no payment has been received after 60 days, and you will have an additional 30 days to pay the invoice. A final notice will be sent if you still have not paid the invoice. If no payments are received for the invoice 30 days after the final notice or other payment arrangements have not been made, the account may be turned over to a collection agency. The contract will be withdrawn and you will not receive any further reimbursements or compensation from T.E.A.C.H. MISSOURI until the invoice is paid. Please do not hesitate to contact T.E.A.C.H. MISSOURI if you feel there is an error in billing or if you have difficulty paying an invoice. For a sample invoice calculation, see [Appendix E](#).

REIMBURSEMENTS

If the total owed for tuition and book copays is less than the amount you claim, you will be reimbursed by T.E.A.C.H. MISSOURI. Typical processing time for reimbursements is 4-6 weeks. Every effort is made to provide reimbursements in a timely manner. However, Form B processing does not take place until after a college bill has been received for any recipient using a charge approval to hold courses. This may mean that claims are not processed until mid-term or later depending on the college. If you have concerns regarding a reimbursement, please contact our office. For a sample calculation of a reimbursement, see [Appendix F](#).

TAX INFORMATION

When you receive the acceptance packet from T.E.A.C.H. MISSOURI, you will also receive a copy of a W-9. **Before any reimbursements or payments can be made to you, this form must be completed and on file with our accounting department.** The W-9 can be sent back when the signed contract is mailed back, or it can be faxed to T.E.A.C.H. MISSOURI.

All recipients should report taxable funds received from T.E.A.C.H. MISSOURI on tax filings. Recipients who receive more than \$600 in taxable funds during a calendar year will receive a 1099 from Child Care Aware® of Missouri. Taxable items include all bonuses and accessibility stipends. Paid time off is also included for family child care providers if the reimbursement is paid to the recipient. No taxes are deducted from these funds, so please plan accordingly if it will significantly impact tax filings for the upcoming year. If you have questions regarding the amount you receive in taxable income, please call T.E.A.C.H. MISSOURI.

Non-taxable items include tuition, book reimbursements, and paid time off reimbursements if paid to the sponsor. Some educational expenses can be deducted on tax filings. Personal contributions to tuition and books may be claimed. Please consult your tax professional if you have questions regarding these tax deductions.

COMPLETING A CONTRACT

In this section...

- **Compensation**
- **Commitment Time**
- **Contract Renewal**
- **Information Updates**
- **Graduating**

COMPENSATION

Compensation is a tenet of T.E.A.C.H. MISSOURI. All contracts include, upon successful completion of the education period, additional compensation. This includes a bonus and sometimes a raise. Each of these options is outlined below. To determine which option your sponsor has chosen, please refer to Form A.

BONUS

Each scholarship recipient who completes a contract is eligible to receive a \$150 to \$450 bonus from T.E.A.C.H. MISSOURI. This bonus is awarded in two installments. The first half of the bonus is processed upon the successful completion of the education period. This requires that all paperwork, including grades, claim forms, and graduation documentation, be submitted to the T.E.A.C.H. MISSOURI office. All invoices for the contract must also be paid. Recipients are eligible for the second bonus six months later. T.E.A.C.H. MISSOURI will pay bonuses to program owners who are recipients in the same manner.

All scholarships allow a sponsoring employer to also provide a bonus. If the sponsor agrees to a bonus, a letter will be sent to the sponsor stating that it is time for them to pay the bonus. The sponsor is asked to provide proof that the bonus is paid. However, if the sponsor agreed to provide a bonus and the bonus is not paid, please contact your Scholarship Counselor.

To receive the bonus in a timely manner, please do each of these **every** semester:

- Send in a completed Form B with registration and receipts.
- Send grades for all completed coursework.
- Call with any dropped or added courses.
- Call to update contact information when it changes.
- Call with any career, college or scholarship related questions.

RAISE

All scholarship models include a compensation option. The Associate degree model allow a sponsoring employers to provide a bonus or provide a raise. If the sponsor agrees to provide a raise, a letter will be sent to the sponsor indicating that the 2% raise should be provided. The sponsor is asked to provide proof that the raise has gone into effect with a copy of the check or paystub. However, if the sponsor does not provide a raise within 2 pay periods of being notified, please contact your Scholarship Counselor.

COMMITMENT TIME

A key component of the scholarship program is the commitment time. This is a length of time following completion of the education period in which you are committed to employment with the sponsoring program or with a licensed program. Commitment time varies in length depending on the model of scholarship received.

Model	Commitment Time	Stipulations
Entry Associate	6 consecutive months (total contract length of 18 months)	If the sponsoring program provides a bonus, commitment time must be completed with the sponsor. If the bonus option is not selected, a recipient may complete commitment time at any licensed child care program in Missouri.
Associate	12 consecutive months (total contract length of 24 months)	A recipient must complete commitment time with the sponsoring employer.
Bachelor	9 consecutive months (total contract length of 21 months)	If the sponsoring program provides a bonus, commitment time must be completed with the sponsor. If the bonus option is not selected, a recipient may complete commitment time at any licensed child care program in Missouri.
Pre-Certification 1	6 consecutive months (total contract length varies)	A recipient must complete commitment time with the sponsoring employer.
Pre-Certification 2	6 consecutive months (total contract length varies)	A recipient must complete commitment time with the sponsoring employer.
Student Teaching	3 consecutive months (total contract length varies)	A recipient must complete commitment time with the sponsoring employer.

In order to complete commitment time, you must continue to work at least 30 hours per week. In addition, recipients that are also owners of the program (including a family child care program) must maintain the licensed status of the program during commitment time.

CONTRACT RENEWAL

Upon successful completion of an education period, a recipient may be eligible for a renewal contract. This is determined by several factors, including available funding and funder requirements. Entry Associate, Pre-Certification 1, Pre-Certification 2, and Student Teaching scholarship models cannot be renewed. However, a new model appropriate to the recipient's educational goals may be an option. Renewal contracts are processed through the T.E.A.C.H. MISSOURI renewal list. A recipient **must** contact a Scholarship Counselor prior to the end of the final semester of the education period to be added to the list. T.E.A.C.H. MISSOURI maintains an ongoing list, and new recipients are added each semester as funding allows. A recipient that does not notify T.E.A.C.H. MISSOURI about a renewal is at risk of losing funding for subsequent contracts. Please keep in touch with your Scholarship Counselor!

Renewal contracts do not require new application materials unless:

- It has been over a year since completing the most recent education period.
- The sponsoring employer changes.
- Degree progression necessitates a new scholarship model.

INFORMATION UPDATES

Throughout the course of the education period and the commitment time, a Scholarship Counselor will contact you for updates regarding employment status, academic progress, necessary paperwork requirements, etc. If any information changes during the course of a contract (i.e. you move, get married, change schools, etc.), please contact T.E.A.C.H. MISSOURI so that information can be updated in our files. Failure to do so will delay reimbursements, claims, and payments.

In addition to these regular contacts with a Scholarship Counselor, a Recipient Information Update form will be provided with the first installment of a contract bonus. Please complete this form and fax or mail back to T.E.A.C.H. MISSOURI.

Feedback and updated information is very important to us and is used to show our funders the continued need for the scholarship program.

GRADUATING

Many T.E.A.C.H. MISSOURI recipients earn Childhood Development Associate (CDA) credentials, 1-Year Proficiency certificates, Associate, and Bachelor's degrees. If you receive a degree or credential during a T.E.A.C.H. MISSOURI contract (including during the commitment time), please provide to T.E.A.C.H. MISSOURI a copy of the diploma or a transcript showing the degree earned. Photos from commencement ceremonies and graduation parties are also appreciated. With your permission, these educational achievements are highlighted in upcoming newsletters and shared with current and potential funders. It is a pleasure to share these accomplishments.

SPECIAL CONTRACTS

In this section...

- **Graduated Withdrawn**
- **Graduated Complete**

GRADUATED WITHDRAWN

A graduated withdrawn contract is used when a **previous** recipient has less than 9 hours of coursework to complete before graduating. Documentation about an upcoming graduation or credential (such as a degree audit or graduation fee) may be required before a graduated withdrawn contract is issued. Compensation for this contract **requires** documentation of the completed degree or credential, which includes a copy of the diploma or credential or a transcript showing the degree was earned.

GRADUATED COMPLETE

A graduated complete contract occurs when a recipient completes 9-15 hours of coursework and earns a degree, credential, or certification. Documentation about pending graduation is unnecessary for a graduated complete contract to be issued. However, compensation for this contract requires verification of graduation or the earned certification or credential.

WITHDRAWING FROM T.E.A.C.H. MISSOURI

In this section...

- **Recipient Withdraw**
- **Lay-off and Termination**
- **Employment Changes**
- **Special Circumstances**

During the course of the education period or commitment time, circumstances may arise that cause a contract to be terminated. Please read the section below to learn about contract termination. It is important to know the circumstances under which a recipient must repay T.E.A.C.H. MISSOURI for the amount spent on a contract if the contract is not completed.

RECIPIENT WITHDRAW

If you leave (quit) the sponsoring program voluntarily during the education period or the commitment time, **T.E.A.C.H. MISSOURI will bill you for the cost of any contracts that are not completed.** This bill will reflect not only what we paid to the recipient, but also what we paid the college and employer on the recipient's behalf. It is important to contact your Scholarship Counselor and let them know if you are struggling with a course or if issues have arisen at the sponsoring program. This will allow your Scholarship Counselor to help you identify possible strategies for working through the situation without having to default on the contract. The sponsoring program may also expect you to repay them additional funds. However,

this is not part of the regular T.E.A.C.H. MISSOURI contract and any repayment to the sponsor should be in accordance with employee policy.

LAY-OFF AND TERMINATION

If a recipient is laid off or terminated from the sponsoring program for reasons outside her/his control, T.E.A.C.H. MISSOURI cannot continue to support a scholarship. The current semester may be completed, but no further reimbursements will be made for tuition, books, accessibility stipends, or for paid time off. To be eligible for a new contract with T.E.A.C.H. MISSOURI, the recipient must be employed at a different licensed program willing to be a sponsor.

EMPLOYMENT CHANGES

If a sponsoring program is sold or comes under new management, please contact T.E.A.C.H. MISSOURI right away. The new employer will need to agree to the terms of the original contract or sign a new contract. If the employer does not agree to the terms of a contract, the recipient's T.E.A.C.H. MISSOURI scholarship will be withdrawn, but she/he will not be billed.

SPECIAL CIRCUMSTANCES

There are select circumstances under which T.E.A.C.H. MISSOURI might withdraw a contract. These are reviewed on a case-by-case basis with your Scholarship Counselor.

CONTACTING T.E.A.C.H. MISSOURI

Contact us with questions you may have. We are here to serve you and advocate for you.

T.E.A.C.H. MISSOURI SCHOLARSHIP STAFF

Beth Ann Lang
Director

Penny Mosher
Assistant Director

Please contact us with questions by:

Phone: 800-200-9017
or in St. Louis at 314-535-2020

Mail: T.E.A.C.H. MISSOURI
1000 Executive Parkway Dr.
Suite 103
St. Louis, MO 63141

Extensions: 607 for Penny Mosher

Fax: 866-697-8168

Email: Info@teach-missouri.org

PERSONAL RESPONSIBILITIES AGREEMENT AND ACKNOWLEDGEMENT OF RECEIPT OF RECIPIENT HANDBOOK

This is an agreement between T.E.A.C.H. MISSOURI and the scholarship recipient. Please read carefully and sign this agreement. **Both the Form A and this Agreement must be signed and on file before any claims or charge approvals will take place.**

Congratulations on being awarded a T.E.A.C.H. MISSOURI Scholarship! You should be very proud of yourself for investing in your future by increasing your education. This scholarship represents an amazing opportunity—a “debt free” college education! This benefit to you comes with various responsibilities.

As a T.E.A.C.H. MISSOURI Scholarship Recipient, I agree to:

- attend class, study, work hard, and be a responsible student. This is a great opportunity that I take seriously.
- regularly communicate with my Scholarship Counselor. My counselor is available to help guide me through the process of attending college as well as balancing my college, work, and family responsibilities. She is just a phone call or email away and can answer many of my questions.
- submit claim forms in a timely manner. Preauthorization forms must be submitted in time for a Scholarship Counselor to forward to the appropriate college. If my scholarship model includes paid time off, I will sign the Form Cs, make sure my director signs the Form C, and make certain it is submitted to T.E.A.C.H. MISSOURI.
- contact my Scholarship Counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course requirements or scholarship contract.
- submit my grades within 30 days of the close of the semester. Keeping my scholarship record up-to-date is critical to ensuring that I can continue my education without unnecessary delays.
- pay my bills from T.E.A.C.H. MISSOURI and my college in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations.

Additionally, the Recipient Handbook contains important information about T.E.A.C.H. MISSOURI. I understand that I should contact T.E.A.C.H. MISSOURI regarding questions I have or ones not answered in the handbook. I have entered into this contractual relationship and understand that T.E.A.C.H. MISSOURI, my employer or I can terminate the relationship at will, with or without cause, and with or without advance notice and that penalties may apply.

Since the information, procedures and benefits described are subject to change, revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing procedures.

I accept the terms of the handbook and understand that it is my responsibility to comply with the procedures in this handbook and any revisions made to it. I further agree that if I remain a part of T.E.A.C.H. MISSOURI following any modifications to the handbook, I accept and agree to such changes.

I understand that I am expected to read the entire handbook. Additionally, I will sign two copies of this Personal Responsibilities Agreement and Acknowledgement of Receipt of Recipient Handbook, retain one copy for myself, and return one copy to T.E.A.C.H. MISSOURI. I understand that this form will be retained in my file.

Signature of Recipient

Date

Recipient's Name – Printed

APPENDIX A—SAMPLE FORM B

T.E.A.C.H. MISSOURI Scholarship

Reimbursement Claim Form

Fax to: 866-697-8168

Please return with receipts to: Child Care Aware® of Missouri 1000 Executive Parkway Dr., Ste. 103 St. Louis, MO 63141

Form B TA-1

Recipient information

Abigail Van Burren 111 W. Washington St. St. Louis, MO 63113-2222 ID# MO-000108

College: Van Burren University Child Care Facility: Test Center TEACH Counselor: Penny Mosher Special Project:

Submit all term claims within 30 days after the close of each semester. Failure to do so will result in forfeit of money for the claims.

School Term Attended circle one [] Fall [X] Spring [] Summer

(Year) 2016

Tuition and Fees

Tuition/Fees Amount: \$ 618.00

Tuition paid by: check one

[] Recipient [] Child Care Facility [X] T.E.A.C.H. [] P.E.L.L.

Course Titles:

Credit Hours:

ECE108 Infants, Toddlers, & 2 Yr Olds 3

ECE125 Child Growth and Dev. I 3

List all your courses for the term with course numbers and course titles.

Books

Total Books Amount: \$ 132.05 (Tax should NOT be included)

Books paid by: check one

[X] Recipient [] Child Care Facility [] P.E.L.L. [] N/A - No Book Purchase

Total the book amount here.

Book Title:

Price:

Infancy and Childhood 86.25

NAEYC / Developmental 45.80

List your textbook titles and amounts.

If receipts are not included, reimbursement will not be issued.

If you have questions, please call your counselor at (314) 535-2020, x 607/609.

REF: MO-000108

ST. LOUIS, MISSOURI
AUXILIARY SERVICES ACCTS PAYABLE
ATTN: MONTE MCMILLAN 314-539-5194
300 S. BROADWAY
ST. LOUIS, MO 63102-2810
Phone: 1(314)984-7658

Please refer to the above number
on all correspondence.

Ship Date: 08/24

Customer:

Ship: Jane Doe
789 Maple St.
Anywhere, MO 63612

Ship Via: UPS REGULAR

Ordered: Jane Doe
789 Maple St.
Anywhere, MO 63612

Email:

Phone #:

Ordered Qty	Backorder Qty	Shipped Qty	Catalog #	SKU	Description	Item Price	Item Disc	Extended Price
1	0	1		11090670	PATTERSON/INFANCY AND HILDHOOD	86.25	-0.00	86.25

Put the title and unit cost
on Form B.

Sub Total: 86.25
Shipping Total: 7.95
Total Taxes: 3.41
Total: 97.61

Page 1 OF 1

Sample Receipt



MOBERLY AREA COMM COLLEGE-COLUMBIA

6666 CASH-1 5490 0005 501

978192889661 NEW

NAEYC/DEVELOPMENTS MDS 1 45.80

SUBTOTAL 45.80

3.125% MACC-C 1.43

TOTAL 47.23

APPROVAL

ACCOUNT NUMBER XXXXXXXXXXXX XX/XX

Visa/MasterCard 47.23

THANKS FOR SHOPPING AT YOUR MACC STORE

8/19 3:25 PM

APPENDIX C—SAMPLE PRE-AUTHORIZATION REQUEST



Pre-Authorization Request

Semester: (Check one) Fall Spring Summer Summer1 (Year) 2015

Name: **Abigail Van Burren** Date: **5/18/2015**

T.E.A.C.H. #: **MO-000108**

Center Name: **Test Center** Center License #: **000123456**

Intended Method of Payment: (check one)

Recipient Employer T.E.A.C.H. Other Financial Aid/Grant (i.e. PELL Grant)

Course Prefix	Course Number	Course Name or Title	Course Credit Hours	College Name (Please Do Not Abbreviate)
ECE	207	Activities for Spec. Ind.	3	St. Louis Community College

***This form is to be returned to: T.E.A.C.H. MISSOURI Scholarship**

Mail to: **Child Care Aware® of Missouri** OR Fax to: **866-697-8168**
1000 Executive Parkway Drive, Suite
103
St. Louis, MO 63141

***Do Not turn this form into your college.**

For Office Use Only:

Date Request Received	Approved	Date Charge Sent

Please allow at least 2 business days for your request to be processed.

Child Care Aware® of Missouri
 1000 Executive Parkway Drive, Suite 103 St. Louis, MO 63141
 800-200-9017, Ext. 607/609 FAX 866-697-8168
 www.teach-missouri.org

REF: MO-000108

APPENDIX D—SAMPLE INVOICE CALCULATION

T.E.A.C.H. MISSOURI Claims	
DESCRIPTION	AMOUNT
Tuition	\$ 330.00
Total	\$ 330.00

Recipient Claims	
DESCRIPTION	AMOUNT
Book	\$ 21.00
Sales Tax	\$ 0.92
Total	\$ 21.92

Recipient Copays	
DESCRIPTION	AMOUNT
Entry Associate (10% of tuition and books)	
Tuition	\$ 33.00
Book	\$ 2.10
Total	\$ 35.10

Recipient Invoice	
DESCRIPTION	AMOUNT
Total Claims	\$ 21.92
Total Copays	\$ 35.10
Invoice Total	\$ (13.18)

minus

equals amount recipient owes

APPENDIX E—SAMPLE REIMBURSEMENT CALCULATION

T.E.A.C.H. MISSOURI Claims	
DESCRIPTION	AMOUNT
Tuition	\$ 330.00
Total	\$ 330.00

Recipient Claims	
DESCRIPTION	AMOUNT
Book	\$ 65.00
Sales Tax	\$ 2.84
Total	\$ 67.84





Recipient Copays	
DESCRIPTION	AMOUNT
Entry Associate (10% of tuition and books)	
Tuition	\$ 33.00
Books	\$ 6.50
Total	\$ 39.50

Recipient Reimbursement	
DESCRIPTION	AMOUNT
Total Claims	\$ 67.84
Total Copays	\$ 39.50
Reimbursement Total	\$ 28.34

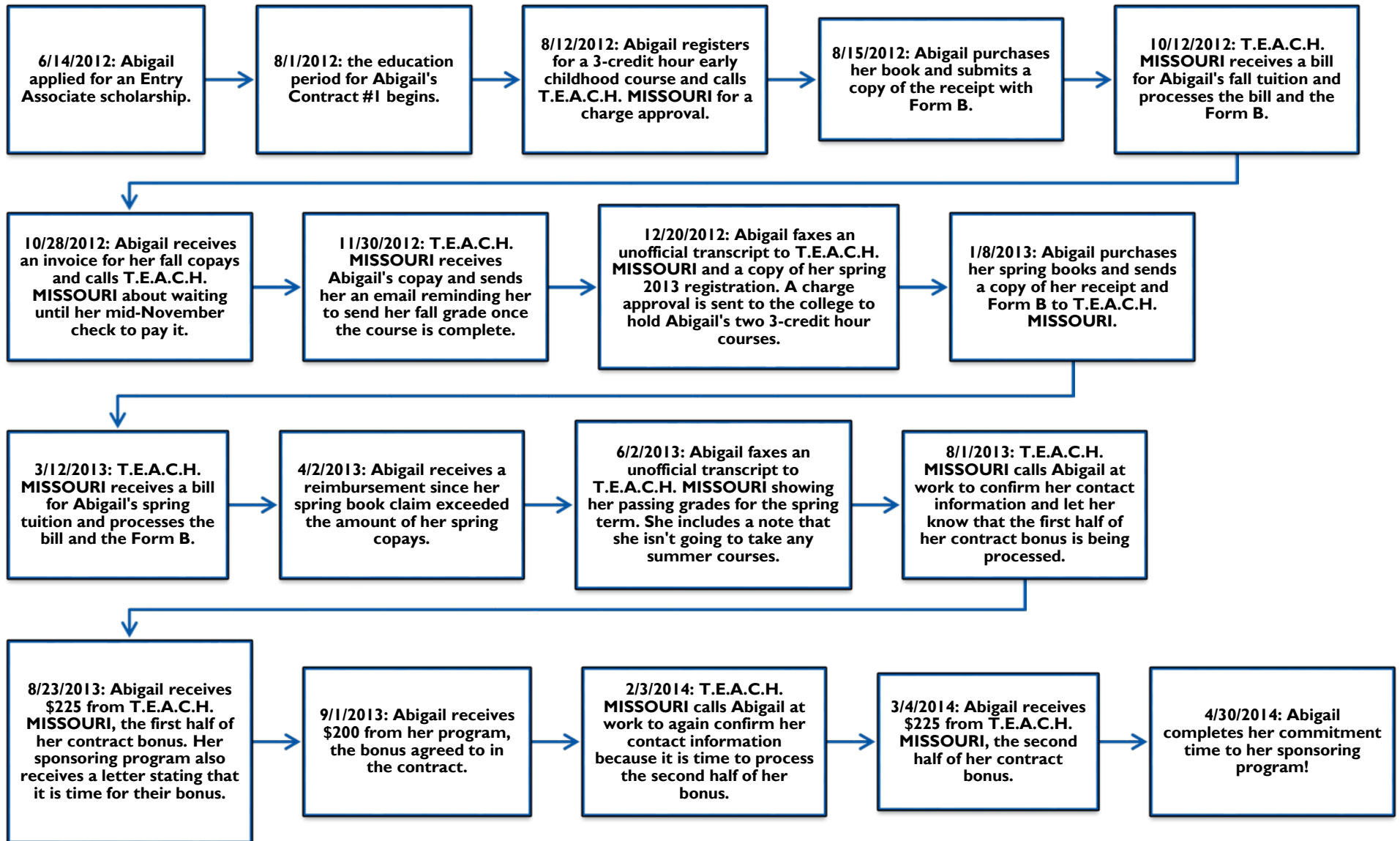
minus

equals amount due to recipient

APPENDIX F—WHAT NOW?

When this happens...	Do this...	So we can do this...
Receive your acceptance packet.	<ol style="list-style-type: none"> 1. Complete and return Form A. 2. Read the Handbook and submit a copy of the Acknowledgement of Receipt. 3. Gather required documentation and complete the FAFSA if you haven't already done so. 	Make your contract Active and ready for course information! If this is your first contract, we'll call or email you about what to do next. 
Complete the FAFSA. www.fafsa.gov	Submit a copy of your Student Aid Report.	Record the date your FAFSA was processed and allow you to proceed with your contract.
Each semester when you register for a course.	Send us the course title, course code, and number of credit hours.	Send a charge approval for the course if required.
Purchase your books from the bookstore or another source. 	Submit a Form B with copies of receipts (include both book and tuition receipts if you pay your own tuition).	<ul style="list-style-type: none"> • If a charge approval was sent, process your book claim after we receive a tuition bill from the college. • If you paid your own tuition, process your book and tuition claim immediately. • We'll also process your accessibility stipend if your scholarship model includes it.
Complete the semester.	Send us a copy of your grade.	Input grade information and attribute your completed credits to your contract.
Realize that the education year for your contract ends but you want to continue to take courses.	Call us. 	Add you to the waiting list for the next term and later process a renewal contract if funding permits.
Complete the education year for your contract.	Call us to ensure we have all documentation.	Verify contact information and that all documentation has been received and process the first half of the contract bonus.
Receive the first half of your bonus.	Complete the included update form and decide what to do with the additional compensation.	Set up the second half of your bonus for six months later.
Receive the second half of your bonus.	Contact us if you have any questions about remaining commitment time or changes in employment.	No further action is required if no changes occur in employment.
Graduate.	Send us a copy of your degree or credential.	 Shower you with praise...and a gift!

APPENDIX G—SAMPLE CONTRACT TIMELINE



APPENDIX H—SCHOLARSHIP MODEL MATRIX

	Entry Associate's	Associate's	Bachelor's	Pre-Certification 1-Semester	Pre-Certification 2-Semester	Student Teaching
Teachers or Directors						
Abbrev.	TEA	TA	TB	TPC1	TPC2	TST
Education	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC only • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 6-12 credits in 1 semester • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 9-15 credits in 2 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 8-15 credits in 1 semester • EC or gen. eds. • 4-yr school
Tuition & Books						
Recipient %	10%	10%	10%	10%	10%	10%
Sponsor %	15%	10%	15%	15%	15%	15%
T.E.A.C.H. %	75%	80%	75%	75%	75%	75%
Accessibility Stipend	N/A	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester
Paid Time Off Hours	N/A	3 hours per week	2 hours per week	2 hours per week	2 hours per week	N/A
Paid Time Off Rate	N/A	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	N/A
Compensation						
T.E.A.C.H. to Recipient	\$450 in 2 installments	\$450 in 2 installments	\$450 in 2 installments	\$150 bonus in 2 installments	\$200 bonus in 2 installments	\$150 bonus in 2 installments
Sponsor to Recipient	Option 1—\$200 Option 2—None	Option 1—\$200 Option 2—2% Raise	Option 1—\$200 Option 2—None	\$50	\$100	\$50
Commitment Time	Option 1—6 months to sponsor Option 2—6 months in licensed child care program	12 months to sponsor	Option 1—9 months to sponsor Option 2—9 months in licensed child care program	6 months to sponsor	6 months to sponsor	3 months to sponsor
Special Notes						Recipient must continue to work 5 hours per week at the sponsoring program while student teaching.

	Entry Associate's	Associate's	Bachelor's	Pre-Certification 1-Semester	Pre-Certification 2-Semester	Student Teaching
Center Owners						
Abbrev.	OEA	OA	OB	OPC1	OPC2	OST
Education	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC only • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 6-12 credits in 1 semester • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 9-15 credits in 2 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 8-15 credits in 1 semester • EC or gen. eds. • 4-yr school
Tuition & Books						
Recipient %	15%	10%	15%	15%	15%	15%
Sponsor %	--	--	--	--	--	--
T.E.A.C.H. %	85%	90%	85%	85%	85%	85%
Accessibility Stipend	N/A	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester
Paid Time Off Hours	N/A	3 hours per week	2 hours per week	2 hours per week	2 hours per week	N/A
Paid Time Off Rate	N/A	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	N/A
Compensation						
T.E.A.C.H. to Recipient	\$450 in 2 installments	\$450 in 2 installments	\$450 in 2 installments	\$150 bonus in 2 installments	\$200 bonus in 2 installments	\$150 bonus in 2 installments
Sponsor to Recipient	--	--	--	--	--	--
Commitment Time	6 months continued operation of child care center	12 months continued operation of child care center	9 months continued operation of child care center	6 months continued operation of child care center	6 months continued operation of child care center	3 months continued operation of child care center
Special Notes						Recipient must continue to work 5 hours per week at their center while student teaching.

	Entry Associate's	Associate's	Bachelor's	Pre-Certification 1-Semester	Pre-Certification 2-Semester	Student Teaching
Family Child Care Owners						
Abbrev.	FEA	FA	FB	FPC1	FPC2	FST
Education	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC only • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 2-yr school 	<ul style="list-style-type: none"> • 9-15 credits over 3 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 6-12 credits in 1 semester • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 9-15 credits in 2 semesters • EC or gen. eds. • 4-yr school 	<ul style="list-style-type: none"> • 8-15 credits in 1 semester • EC or gen. eds. • 4-yr school
Tuition & Books						
Recipient %	15%	10%	15%	15%	15%	15%
Sponsor %	--	--	--	--	--	--
T.E.A.C.H. %	85%	90%	85%	85%	85%	85%
Accessibility Stipend	N/A	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester	\$55 each semester
Paid Time Off Hours	N/A	3 hours per week	2 hours per week	2 hours per week	2 hours per week	N/A
Paid Time Off Rate	N/A	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	\$10.00 per hour	N/A
Compensation						
T.E.A.C.H. to Recipient	\$450 in 2 installments	\$450 in 2 installments	\$450 in 2 installments	\$150 bonus in 2 installments	\$200 bonus in 2 installments	\$150 bonus in 2 installments
Sponsor to Recipient	--	--	--	--	--	--
Commitment Time	6 months continued operation of family child care	12 months continued operation of family child care	9 months continued operation of family child care	6 months continued operation of family child care	6 months continued operation of family child care	3 months continued operation of family child care
Special Notes						Recipient must continue to work 5 hours per week at their family child care while student teaching.

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