

Dear Scholarship Recipient:

Enclosed are the Form Bs you will need to complete each semester in order to receive reimbursement for books, tuition and your travel stipend. Form Bs need to be completed and turned in each semester that you are enrolled in class.

Tuition and Fees

- Circle the term and list the year you are attending school.
- List the titles of your courses and the number of credit hours for each.

Books

- If you did not purchase books, circle "N/A - No book purchased".
- If you did purchase books and have a copy of the receipt, list the full book titles of the books you bought and the price for each, without tax. T.E.A.C.H. will not reimburse for books without a book receipt.
- Total the price for books, again without tax, and list the amount.
- Indicate who paid for the books, the student or the center. Please note that T.E.A.C.H. Early Childhood® Delaware does not allow books to be charged to our account.
- Attach a copy of your book receipts to the back of Form B. T.E.A.C.H. will not reimburse for books without a book receipt.

It is **your** responsibility to see that the Form B is completed each semester. The earlier in the semester you send in your receipts, the sooner you will receive your reimbursement check. A completed Form B must be turned in no later than one (1) month after the end of the semester. Do not hesitate to contact the T.E.A.C.H. office if you have any questions about completing these forms.

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