

Pre - Authorization Request Instructions

Enclosed are copies of the Pre-Authorization Request Forms for the scholarship recipient(s). Pre-Authorization Request Forms are to be completed jointly by the Sponsor (employer) and recipient and turned in to the T.E.A.C.H. Counselor prior to registering for each semester of enrollment.

All classes must be approved by the T.E.A.C.H. Counselor prior to the start of each semester. Each scholarship recipient must complete a Pre-Authorization Request Form for including their name; SSN; the center info; semester; course code, number, title, credit hours; and college name.

If the course(s) listed on the Pre-Authorization Request Form is not approved, a counselor will contact the recipient and the director with the reason for not approving the course(s). Additional information may be needed before course(s) can be approved.

If you need additional Pre-Authorization Forms, please contact the T.E.A.C.H. Counselor.

If you have any questions about completing these forms, please give your scholarship counselor, Maria Staman, a call at 302-764-1501 x104.

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