



T.E.A.C.H. Early Childhood® Delaware Scholarship Recipient Manual

**2004 Foulk Road, Ste. 6
Wilmington, DE 19810**

**Telephone: 302-764-1501
Fax: 302-475-5300**

Dear Scholarship Recipient,

Congratulations on receiving a T.E.A.C.H. Early Childhood® Delaware (T.E.A.C.H.) scholarship! We are very excited that you are continuing your education while working in the early childhood education field. We have created the T.E.A.C.H. Scholarship Recipient Manual to ensure you have a clear understanding of the T.E.A.C.H. procedures and a successful experience with the scholarship program.

Please carefully review each section of this manual to make certain you understand what is expected from you as the scholarship recipient. Each section is designed to provide you with the basic information of how T.E.A.C.H. works.

Contact information for T.E.A.C.H. can be found on the cover and below on this page. Please use this information to contact the staff with questions or concerns you may have. The staff is here to support you and to be your advocate. Please let us know if there is any way we can be of assistance.

We hope you find this Manual useful and refer to it often throughout your participation in the scholarship program. We wish you success and look forward to working with you as you pursue your educational goals!

Sincerely,

Michelle Spencer

Michelle Spencer, T.E.A.C.H. Coordinator

All paperwork should be emailed, faxed or mailed to:
T.E.A.C.H. Early Childhood® Delaware
2004 Foulk Road, Ste. 6
Wilmington, DE 19810
Fax: 302-475-5300
Telephone: 302-764-1501
Email: mspencer@daeyc.org

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Introduction and Overview of T.E.A.C.H. Early Childhood® Delaware

What is the T.E.A.C.H. Scholarship Program?

Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood® is a scholarship program focused on increasing the education and compensation levels of early childhood workers while reducing turnover rates. The scholarship program accomplishes this by helping pay for tuition, book and travel costs, offering paid release time for the scholarship recipient, compensation for completing the scholarship, and requiring a commitment to the early childhood field from the scholarship recipient.

T.E.A.C.H. provides scholarship opportunities to individuals working in licensed child care centers, and family and large family child care homes who are working toward an associate or bachelor's degree in early childhood education or a CDA.

Administering Organization

T.E.A.C.H. Early Childhood® Delaware is a licensed program of Child Care Services Association (CCSA). CCSA holds the license for all states operating a T.E.A.C.H. Early Childhood® Program and provides technical assistance and monitoring to ensure proper administration of the T.E.A.C.H. Program. Currently, T.E.A.C.H. programs operate in 24 states and the District of Columbia.

T.E.A.C.H. Early Childhood® Delaware is administered by the Delaware Association for the Education of Young Children (DeAEYC). DeAEYC is an affiliate of the National Association of the Education of Young Children (NAEYC), the leading membership association for those working with and on behalf of children from birth through age eight. Founded in 1969, DEAEYC serves and acts on behalf of the needs, rights and well-being of all young children and their families in Delaware. Membership information can be found at <http://www.daeyc.org/membership-4/>.

Who Qualifies For A Scholarship?

An Individual who

- Works in Delaware.
- Possesses a high school diploma or equivalent.
- Works a minimum of 20 hours per week in a licensed early care and education or school-age program.
- Has a minimum of 6 months experience in the field.
- Earns less than \$15.00/hr. for a teacher and less than \$20.00/hr. for an administrator*.
- Is committed to remaining in the ECE field.
- For a Bachelor's Degree Scholarship, must have completed at least 40 college credits that are applicable toward the Early Childhood Bachelor degree program.

* Exceptions can be made if funding allows

The Components of T.E.A.C.H. Early Childhood® Delaware are:

Scholarships

CDA

- T.E.A.C.H. pays \$375 of assessment fee (scholarship recipient responsible for \$50)

Associate and Bachelor's Degrees in Early Childhood

- T.E.A.C.H. is responsible for 85% of tuition (Scholarship recipient and sponsoring center/employer* each responsible for 7.5%)
- T.E.A.C.H. is responsible for 90% of books (Scholarship recipient responsible for 10%)
- T.E.A.C.H. is responsible for \$75 travel allowance
- T.E.A.C.H. is responsible for release time reimbursement to sponsoring program (\$7.50 per hour, no more than 48 hours per semester)
- T.E.A.C.H. pays \$350 bonus if the scholarship recipient has completed all components of the scholarship contract successfully. A scholarship recipient will also be eligible for an additional \$300 bonus or 2% increase from the sponsoring program upon successful completion of the contract.

Additional scholarships may be available based on funding for Student Teaching/Practicum and Delaware Stars Credentials. Please contact T.E.A.C.H. staff for more information.

* Family Child Care providers and Large Family and center owners are considered both the scholarship recipient and the sponsoring center/employer center and will be charged both scholarship recipient and sponsor amounts, totaling 15%.

T.E.A.C.H. will be billed by colleges and universities that are under contract accepting third party billing. This means that T.E.A.C.H. pays all tuition upfront for each student at the end of each semester. Scholarship recipients and sponsoring center/employers will be billed their percentages by T.E.A.C.H.

Education

A scholarship recipient must enroll in an associate or bachelor's degree program in early childhood at an in-state, regionally accredited college/university. The college/university must be willing to accept the T.E.A.C.H. Scholarship for third party billing.

Commitment

- A CDA scholarship recipient must commit to remaining in the ECE field for six months.
- An associate and bachelor's degree scholarship recipient commits to remaining at his/her sponsoring center/employer one year for each year he/she receives a T.E.A.C.H. scholarship. Family child care providers and Large Family owners commit to remaining in the ECE field for one year for each year he/she receives a scholarship.

Acceptance Packet

Once an individual has been approved to receive a T.E.A.C.H. scholarship, he/she will receive an acceptance packet that contains the following forms:

- Acceptance letter
- Three copies of the scholarship contract
- Reimbursement forms (Form B and C)
- Pre-Authorization form

Acceptance Letter

The acceptance letter notifies the scholarship recipient of the approval of his/her application for a T.E.A.C.H. scholarship. A copy of this letter is included in his/her acceptance packet, as well as in the sponsoring center's acceptance packet.

Scholarship Contract

The scholarship contract is the document that activates your scholarship and outlines the components of the scholarship. The contract states the following:

- The contract year (Jan 1 through Dec. 31, June 1 through May 31 or Sept. 1 through August 31)
- The responsibilities of T.E.A.C.H, the sponsoring program and the scholarship recipient.

Before you sign the contract please read it carefully so that you understand all of your responsibilities. The contract is effective for 12 months. Three copies will be in the acceptance packet for the scholarship recipient and the sponsoring program director or owner to sign. The contracts must have all the required signatures. One copy is for the scholarship recipient's records, one copy for the sponsoring center's records and one copy to be mailed, faxed or emailed to the T.E.A.C.H. office (see contact information on page 2)

Without a signed copy of the contract, the scholarship recipient cannot utilize any of the scholarship components.

Pre-Authorization Forms

BEFORE registering each semester, it is very important that the scholarship recipient meet with the sponsoring program director to discuss his/her potential class schedule. This will help the director plan for the paid release time hours the scholarship recipient may be eligible for and arrange coverage for his/her classroom while taking release time. A Pre-Authorization form is to be completed and signed by scholarship recipient and director indicating the class(es) the scholarship recipient intends to register for and submitted to T.E.A.C.H. Pre-Authorization forms must be received by T.E.A.C.H. before a charge approval will be sent to the college/university. This form can be mailed, emailed or faxed to T.E.A.C.H. (see contact information on page 2).

Reimbursement Packet

Reimbursement forms: Form B (Book Reimbursement) and Form C (Release Time Reimbursement), are mailed to the scholarship recipient and sponsoring center. PDF versions can be emailed upon request. The scholarship recipient/center should save the PDFs and/or hard copies so that they can be downloaded/copied as needed.

Form B

Immediately after purchasing books for the semester, a scholarship recipient should send in Form B with the receipts. If a scholarship recipient does not purchase books during the semester, a Form B indicating "N/A - no book purchase" must still be submitted to T.E.A.C.H. as soon as it is known that books will not be needed. **Form B should be submitted at the beginning of the semester.** Please complete the form and include course codes, titles, credits, tuition/fee charged, book titles and their prices (if purchased). Please **do not wait until the end of the semester to send in Form B.**

T.E.A.C.H. will cover rented books as well as used books. T.E.A.C.H. also will pay for sales tax and shipping costs as well as computer software or calculators specifically required for a class. We will not pay for school supplies such as notebooks, pens or pencils. Please attach copies of receipts if books were purchased or rented. You can send in multiple Form Bs as you purchase books (i.e. for different blocks/sessions). **No bonus will be issued without all Form Bs submitted for the scholarship contract.**

Form C

Release time is paid time off that is given to the scholarship recipient who works 30 hours or more per week in the classroom. The scholarship recipient may use the time for school-related tasks such as attending class, studying, doing research, or seeking school advisement. **The sponsoring program will pay the scholar for release time taken based on his/her normal pay schedule and at his/her normal rate of pay during his/her normal working hours during program hours of operation. The scholarship recipient or sponsoring center should send in their Form C immediately after the semester has ended. Forms received more than 30 days after the end of the semester may not be processed.**

The scholarship recipient can take no more than 48 hours of release time per semester. Paid release time arrangements are to be mutually agreed upon by the scholarship recipient and the program director. Paid release time arrangements are meant to be flexible to meet both the scholarship recipient and the program's needs such as maintaining child-staff ratios **at all times.** Suggested options include allowing the scholarship recipient to come in late or leave early during the week, providing time and space at the center where he/she will **not** be responsible for a group of children during specific work hours, or adding time to personal or vacation leave taken while in school that cannot be saved up to be used after the school term has ended.

The sponsoring program receives reimbursement from T.E.A.C.H. to help cover the cost of substitutes who may be needed when the scholarship recipient is given paid release time. **The reimbursement rate is \$7.50 per hour.** The scholarship recipient and the sponsoring program should use Form C to track paid release time used. When Form C is submitted to T.E.A.C.H., it must be signed by both the scholarship recipient and the sponsoring program director.

Forms B & C can be mailed, faxed, or emailed to the office (see contact information on page 2).

Registration and Charging Tuition to T.E.A.C.H. Early Childhood® Delaware

T.E.A.C.H. will be billed by colleges and universities that are under contract as third party billing. This means that T.E.A.C.H. pays all tuition upfront for each student each semester. In order to have T.E.A.C.H. billed directly, scholarship recipients must follow the procedures as stated. Scholarship recipients and sponsoring program/employers will be billed their percentages by T.E.A.C.H.

Registering for Classes

BEFORE registering each semester, it is very important that the scholarship recipient meet with the sponsoring program director to discuss his/her potential class schedule and to complete the pre-authorization form. It is also important for the scholarship recipient to meet with his/her school advisor each semester in order to receive accurate information regarding policies, procedures, requirements, registration, curriculum, and deadlines.

Minimum/Maximum Number of Credit Hours

T.E.A.C.H. contracts state that scholarship recipients will take 9-18 credits per contract year. If scholarship recipients decide to take fewer than 9 credits in a contract year, this is acceptable. However, in the case where fewer than 9 credits are taken, a scholarship recipient will not be eligible for a bonus or raise at the completion of the contract.

Credit Overage Approval

If you would like to take more than 18 credits in a contract year, you must receive prior approval from T.E.A.C.H. and complete a Credit Hour Approval Request Form with your sponsoring program. This form can be obtained from T.E.A.C.H. staff upon request. T.E.A.C.H. will only approve additional credits in a contract year if the scholar has at least a 2.75 GPA and has no outstanding forms, documents, or account balances. A Credit Hour Approval Request Form must be signed by the director or owner of the sponsoring program for each semester that the scholarship recipient takes credits over the maximum eighteen. The tuition percentages for the additional credits remain the same. T.E.A.C.H. will pay tuition in full upfront and charge both the scholarship recipient and sponsoring program 7.5% each.

Charging Tuition/Sending Charge Approvals

As soon as T.E.A.C.H. receives your schedule/bill, T.E.A.C.H. will send an authorization or charge approval to the college/university stating that your tuition and covered fees should be invoiced to T.E.A.C.H. Charge approvals may not be sent if the scholarship recipient has a balance due with T.E.A.C.H.

Adding, Dropping or Withdrawing from a Course

The scholarship recipient must drop from courses during the college's **free** drop/add period in order to avoid tuition charges. If you drop or add a course, you must inform T.E.A.C.H. immediately so that an amended charge approval can be sent to the school as well as adjustments made to your tuition charges. **T.E.A.C.H. will pay for a class once, if a scholarship recipient fails or withdraws from the class, he/she will be responsible for the tuition to the college/university the next time he/she takes it. T.E.A.C.H. will not send a charge approval for these classes. (effective 8/2017)**

Inactive Semesters

You may take a semester off. This is called an inactive semester. The scholarship recipient **MUST** inform the T.E.A.C.H. office if he/she intends to take a semester off. Also the scholarship recipient must remember that the “successful completion of a scholarship contract” means that you have earned a "C" or above in all courses, taken at least 9 credits, provided all required forms and documentation for all semesters, and have no outstanding account balances.

Purged Classes

Failure to follow the procedures stated below may result in purged classes. If T.E.A.C.H. does not receive a copy of your student schedule/bill and is not able to send an authorization, **the college/university will not know to charge T.E.A.C.H. and may purge or delete your registration out of their system, or put a hold on your account for non-payment.** It is your responsibility to ensure that T.E.A.C.H. receives your registration information for each semester.

Registration Procedures for Delaware Technical Community College, George Campus (Wilmington):

1. **ALL NEW STUDENTS:** Contact Rachel Knotts, Academic Counselor for T.E.A.C.H. Scholarship Recipients at the Advising Center (Room East 115) by phone at (302) 552-5950 for advisement on course selection. New students will need to bring copies of your T.E.A.C.H. acceptance letter and fully signed T.E.A.C.H. contract to DTCC –Wilmington Campus and give them to Rachel Knotts.
All RETURNING STUDENTS: Contact your program advisor for advisement on course selection. Be sure to bring your T.E.A.C.H. contract.
2. Obtain an authorization for payment voucher from the Advising Center: (Room 115 EAST)
3. Take the signed registration grid to the Registrar’s Office.
4. Take the authorization for payment voucher to the Business Office. Your schedule/bill will be validated by the Business Office staff. Two copies of the validated schedule/bill will be provided.
5. **Promptly take one copy of the validated schedule/bill back to Advising Center and your validated schedule/bill will be fax to T.E.A.C.H. as confirmation of the courses you plan to take for the semester.** If Joan is not available, give the schedule/bill to the receptionist in the Advising Center.
T.E.A.C.H. will enter your course information and tuition amount into their system and send DTCC a charge approval stating T.E.A.C.H. will pay for your tuition/fees that semester.
It is important that you register early in the week to avoid being deleted from the system as it may take several days for DTCC to process this transaction.
6. If you make changes to your course selection (e.g. drop/add classes), contact Rachel Knotts immediately for any updates so that she can inform T.E.A.C.H. of any revisions to your schedule.

Registration Procedures for Delaware Technical Community College, Terry (Dover) or Owens (Georgetown) Campuses

You can register in person or online. As soon as you complete registration you must send T.E.A.C.H. a copy of your unofficial schedule/bill for the semester— by way of FAX (302) 475-5300, email or scan, or via regular mail (see contact information on page 2). The student schedule/bill should contain the following information - course number and title, credits assigned to the course, tuition/covered fee costs for the semester, and **proof of registration as an approved early childhood major**.

Registration Procedures for All Bachelor Degree Programs:

You can register in person or online. As soon as you complete registration you must send T.E.A.C.H. a copy of your unofficial schedule/bill for the semester— by way of FAX (302) 475-5300, email or scan, or via regular mail (see contact information on page 2). The student schedule/bill should contain the following information - course number and title, credits assigned to the course, tuition/covered fee costs for the semester, and **proof of registration as an early childhood major**.

FAFSA

T.E.A.C.H. encourages all Associate Degree applicants and requires all Bachelor's Degree applicants to apply for federal student aid, specifically the PELL Grant. To do this, you need to complete the Free Application for Federal Student Aid (FAFSA) (<https://www.fafsa.gov>). Completing and submitting the FAFSA is free and easy. The U.S. Department of Education awards about \$150 billion every year to help millions of students pay for college. This federal student aid is awarded in the form of grants, work-study funds, and low-interest loans.

The financial aid office at your college will determine how much financial aid you are eligible to receive. Your eligibility for most federal student aid depends on a variety of factors, including your Expected Family Contribution (EFC), your year in college, your enrollment status, and the cost of attendance at the college you will be attending.

In addition, many states and colleges use your FAFSA information to determine your eligibility for state and school aid, and some private financial aid providers may use your FAFSA information to determine whether you qualify for their aid.

To find out when to apply for FAFSA you need to find Delaware's deadline at <https://www.fafsa.gov/deadlines> and then check with your college about its deadline. Because of the variation in state and college deadlines, it is highly recommended that you fill out the FAFSA **as soon as you can after January 1** to ensure that you do not miss out on available aid.

The thing to consider, however, is that FAFSA asks for your tax return information for the current year. Often, this information might not be available until the end of January, at the earliest. Keeping this in mind, you can choose to either wait until you or your family files income taxes for the year or complete your FAFSA using estimates derived from the previous year's tax returns and other documentation. (**Note:** If you do this, you will need to return later and correct any discrepancies between the estimated values and the current year's tax returns.) Additional assistance with financial aid can be obtained at the college/university that you are applying to.

Delaware also has a program called StandByMe that offers financial aid assistance, for more information please contact T.E.A.C.H. staff.

If you are awarded a Federal PELL Grant, T.E.A.C.H. will pay upfront whatever tuition PELL does not cover, and then charge the scholarship recipient and sponsoring program each 7.5% of the amount paid by T.E.A.C.H. as per your contract. In addition, T.E.A.C.H. will reimburse you 90% of your books, give you a \$75 travel stipend, and pay up to 48 hours of release time (if you work 30 hours or more per week in the classroom). Since PELL funding is a grant, it does not need to be repaid. PELL grants allow T.E.A.C.H. to provide more scholarships and give the scholarship recipient the opportunity to take more classes per year than those covered by T.E.A.C.H. alone.

T.E.A.C.H. discourages scholarship recipients from accepting federal student LOANS. Please call T.E.A.C.H. if you think you must take out a loan in addition to the T.E.A.C.H. scholarship.

Travel Allowance

Each scholarship recipient receives a \$75 travel allowance each semester that they take classes. This allowance is to assist with fees associated with travel to school such as parking, gas, or bus costs. This allowance is given even if you only take online classes.

T.E.A.C.H. College/University Tuition Payment

T.E.A.C.H. usually receives invoices from the colleges or universities about three months after the semester has begun. A check request is placed regarding payment for your tuition and covered fees. It takes about 8 weeks after a check is requested for the college/university to receive payment. The business offices at the colleges and universities are aware of this. If you receive any correspondence from the college/university for “non-payment” during this time period, immediately contact T.E.A.C.H. so that the college/university can be informed of the status of the payment.

Scholarship Recipient Co-Pay for Tuition

Each T.E.A.C.H. Early Childhood® Delaware scholarship requires the scholarship recipient to pay 7.5% to 15% of the tuition cost according to your contract. This is charged to your account with T.E.A.C.H. each semester.

Scholarship Recipient Reimbursement or Balance Due

The amount you are reimbursed for books, along with the \$75.00 travel allowance each semester will first be applied to the 7.5% or 15% of the tuition/covered fees you owe back to T.E.A.C.H. **If there is a positive balance remaining, a check will be mailed to you 6 to 8 weeks after a check request is generated.** If you did not purchase books during a semester, you may have a balance due. If there is a balance due you will receive an invoice from T.E.A.C.H. indicating the amount due with a payment due date.

Example of Scholarship Recipient Reimbursement:

Semester tuition & fees (1 class/DTCC)	\$444.25 (Scholarship recipient share is 7.5% = \$33.32)
Book Claim	\$100.00 (Scholarship recipient credited 90% = \$90.00)
Travel Allowance	\$ 75.00

Scholarship recipient credits/debits in T.E.A.C.H. database:

Books	\$ 90.00
Travel Stipend	<u>\$ 75.00</u>
Total	\$165.00
Less tuition	- <u>\$ 33.32</u>

T.E.A.C.H. owes scholarship recipient. \$131.68

Example of Scholarship recipient Balance Due:

Semester tuition & fees (2 classes WU)	\$ 2503.00	(Scholarship recipient share is 7.5% = \$187.73)
Book Claim	\$ 100.00	(Scholarship recipient credited 90% = \$90.00)
Travel Allowance	\$ 75.00	

Scholarship recipient credits/debits in T.E.A.C.H. database:

Books	\$ 90.00
Travel Allowance	<u>\$ 75.00</u>
Total	\$165.00
Less tuition	- <u>\$187.73</u>

Scholarship recipient owes T.E.A.C.H. \$ 22.73

Balance Due/Payment Arrangements

T.E.A.C.H. will issue an invoice (bill) when a payment is due. Payment due dates are typically two months from the invoice date. A second invoice may be sent if payment has not been received by the due date.

If the amount due is higher than a scholarship recipient can pay in one payment, payment arrangements can be established. Scholarship recipients are to call T.E.A.C.H. upon receipt of invoice to set up payment arrangements that are mutually agreeable. Generally, balances must be paid in full by the end of a semester in order to continue with charge approvals for the next semester (ex. Balance due from Spring '16 in June 2016. Payments made throughout Fall '16 and account paid in full by December so that a charge approval can be submitted for Spring '17.)

If the scholarship recipient does not follow through with the payment plan, or does not pay an outstanding balance, the scholarship recipient's contract will not be renewed or will be terminated. Scholarship recipients who are making consistent payments will be allowed to continue with the scholarship program.

Grades

Upon completion of each semester, the scholarship recipient must submit the grade for each registered course. T.E.A.C.H. will accept a printout of the grade from the college website or an unofficial transcript as long as it states the student's name, semester, course name and number, and the grade. **Bonuses will not be issued without all grade reports submitted for the scholarship contract.**

To remain a T.E.A.C.H. scholarship recipient, you must maintain a GPA of 2.0. If your GPA is less than a 2.0, an action plan will be required. Your T.E.A.C.H. contract may be terminated if your GPA does not improve in a timely manner.

Prerequisite courses at Delaware Technical Community College (DTCC) are excluded in the GPA calculation.

Withdrawn Courses and Pre-Prerequisites

T.E.A.C.H. will pay for a class once, if a scholarship recipient fails or withdraws from the class, he/she will be responsible for the tuition to the college/university the next time he/she takes it. T.E.A.C.H. will not send a charge approval for these classes. (effective 8/2017) The only exception will be made for MAT 010 and MAT 012 at the associate degree level. If a scholarship recipient fails either of these courses once, T.E.A.C.H. will pay for them a second time. T.E.A.C.H. will pay for pre-prerequisites: ENG 006, ENG 007, and MAT 005 at DTCC. (effective 8/2017)

Compensation or Bonus

Upon the successful completion of a scholarship contract, the scholarship recipient receives compensation in the form of a \$350 bonus from T.E.A.C.H. and either a \$300 bonus or 2% raise from the sponsoring program. This compensation is to be in addition to any other annual raise or bonus from the center. The program director will be notified when a scholarship recipient is due for his/her compensation through a letter from T.E.A.C.H. The center has six months from the end date of the contract period to issue the bonus or the next pay period after the end date of the contract period to initiate the raise. **“The successful completion of a scholarship contract” means that you have successfully completed (with a C or better) at 9 credits, provided all required forms and documentation for all semesters, and have no outstanding account balances.**

Contract Renewals

The scholarship recipient should be aware of the end date of his/her T.E.A.C.H. contract. It is clearly marked at the top of the contract. If a scholarship recipient intends to continue his/her T.E.A.C.H. scholarship, he/she must return the information update form, copy of current pay stub, current W-9, copy of center or family child care’s current Office of Child Care Licensing license, and completed T.E.A.C.H. evaluation. When all the renewal documents have been returned to T.E.A.C.H. a new contract will be sent to the scholarship recipient for signatures.

Commitment

A CDA scholarship recipient must commit to remaining in the ECE field for six months. An associate and bachelor’s degree scholarship recipient must commit to remaining at his/her center one year for each year he/she receives a T.E.A.C.H. scholarship. A family child care provider commits to remaining in the ECE field for one year for each year he/she receives a scholarship. A commitment year occurs immediately following the completed contract. It is possible to be on a new scholarship contract while completing a year commitment to the center (from the previous contract).

Employment Changes

If the scholarship recipient resigns, quits, or employment is terminated from the sponsoring program the scholarship recipient must inform T.E.A.C.H. immediately to see if it is possible to continue his/her current contract. Due to no longer having a Sponsoring program, the scholarship recipient is no longer eligible for the T.E.A.C.H. scholarship unless the scholarship recipient becomes employed by another center who will become a new sponsor. The scholarship recipient may also be required to pay back any tuition the sponsoring program was responsible for and/or release time paid by the sponsoring program. The scholarship recipient

should contact the sponsoring program for more information regarding any such policies.

Communication

T.E.A.C.H. communicates with scholarship recipients and their sponsoring programs primarily via email and by phone. Please let T.E.A.C.H. know if you cannot receive calls at your center. Please check your email daily. T.E.A.C.H. staff will communicate with you frequently throughout the contract period for various reasons, for example, to get required forms from you, to inquire about class registration, and to ensure classes are going well. Open lines of communication are very important as T.E.A.C.H. staff are here to support you in being successful in completing your educational goals while balancing school with your work and home life. T.E.A.C.H. staff have numerous resources available both locally and nationally to help you as it pertains to your education, but we can only be of assistance if you communicate your needs to us.

Change of Address and Contact information

The scholarship recipient should contact T.E.A.C.H. immediately about a change of address, email address, and/or phone number. Your correct address is needed in order for you to receive your reimbursement checks from T.E.A.C.H. Your correct phone number and email address is also needed in order for T.E.A.C.H. to communicate with you.

Tax Forms

Scholarship funds to the scholarship recipient for the cost of tuition and books are tax-free. The semester travel stipend and the yearly bonus are considered taxable income. If the amount of these exceeds \$600 in a calendar year, T.E.A.C.H. must issue a 1099-Misc. Form and report that income to the IRS, which is why all applicants submit a W-9. We encourage you to consult a tax advisor if there are questions regarding taxable income.

Graduation/Completion of Program

When a scholarship recipient completes the CDA Credential, T.E.A.C.H. needs a copy of the certificate of completion. When a scholarship recipient graduates with an associate degree or bachelor's degree, T.E.A.C.H. needs a copy of his/her complete unofficial transcript or copy of his/her diploma. The transcript should designate the student as graduated. We do not pay graduation fees. T.E.A.C.H. will announce your achievement in our e-newsletter, on social media, and the website.

Glossary of Terms

Charge approval – form submitted to participating community colleges/universities indicating that you are a T.E.A.C.H. scholarship recipient who is eligible to have his/her tuition charged to T.E.A.C.H. for classes registered for a semester.

Child Care Services Association – the organization that holds the T.E.A.C.H. license and provides support, training, and monitoring for the T.E.A.C.H. program.

Commitment to sponsoring program – the period after completing the scholarship contract in which the recipient of the scholarship must work at the sponsoring program.

Compensation eligibility (bonus) – the scholarship recipient has completed all components of the scholarship contract successfully and can be issued the T.E.A.C.H. bonus and the sponsoring program bonus or raise.

Credit Hour Approval Request Form – When a scholarship recipient requests to exceed the total contract credit limit during a contract period, the sponsoring program director must sign this form indicating that the center is willing to sponsor the scholarship recipient for the additional hours.

Free Application for Federal Student Aid “FAFSA” – an application for financial aid, such as the Pell Grant.

Form B – book reimbursement claim form for the scholarship recipient. The scholarship recipient must submit book receipt(s) for reimbursement each semester, preferably at the beginning of the semester.

Form C – release time reimbursement claim form for the scholarship recipient and sponsoring program. The scholarship recipient or sponsoring program tracks release time hours for each semester on the Form C and submits it to T.E.A.C.H. upon the conclusion of each semester.

Information/Update Form – If the scholarship recipient intends to renew his/her scholarship, he/she must complete this form which requests updated address, wage and employment information. A copy of a recent pay stub must accompany this form.

Paid release time – the weekly time off from work which each scholarship recipient may be allowed while on a T.E.A.C.H. scholarship and while enrolled in a course. This time may be used for attending class, studying or completing assignments. The scholarship recipient must be paid regular wages for the hours of release time he/she receives during regular work hours. This is an agreement between the scholarship recipient and the sponsoring program.

Participation agreement – part of the application that must be completed by the sponsoring program that states the agreement to be a sponsoring program and award a bonus or raise to the scholarship recipient being sponsored upon successful completion of the scholarship contract.

Renewal contract – the contract issued to begin another scholarship contract following the successful completion of a previous scholarship contract.

Scholarship contract – the document signed by T.E.A.C.H., the scholarship recipient, and the sponsoring program that details the responsibilities of each party pertaining to the scholarship awarded to the scholarship recipient.

Scholarship recipient – an individual who has been awarded a T.E.A.C.H. scholarship.

Sponsor/sponsoring program – a State of Delaware licensed child care center that employs an early childhood professional who has been awarded a T.E.A.C.H. scholarship. The center, as a sponsor, is responsible for paying a percentage of tuition per scholarship recipient; providing paid release time for eligible scholarship recipients that are enrolled in courses; and issuing a bonus or raise to the scholarship recipient upon successful completion of the scholarship contract.

Statement of income – section of the application that shows income for the applicant and must include a recent paycheck stub with the application or information update form to verify hourly wage.

Successful completion of contract – all components of the scholarship contract have been fulfilled: the scholarship recipient has taken at least 9 credits, earned at least a “C” or above in those 9 credits, provided all required forms and documentation for all semesters, and has no outstanding account balances.

Travel stipend – the amount of money given to the scholarship recipient as part of a T.E.A.C.H. scholarship to assist them with traveling to and from class.

Turnover – when a child care center teacher/employee leaves his/her place of employment.

W-9 – federal form used to prepare a 1099 form for reporting T.E.A.C.H. income over \$600 to the IRS.

Recipient To Do List

- _____ Sign and return contract to T.E.A.C.H. (annually).
- _____ Read “How to Register for Courses” on pages 9-10 of manual.
- _____ Meet with your program director to discuss class schedules and release time, complete and submit to T.E.A.C.H. a pre-authorization form.
- _____ Meet with your school advisor.
- _____ Send your schedule/bill, or have it sent, to T.E.A.C.H. immediately after registering for classes. The semester schedule must show also the tuition amount on it.
- _____ Purchase books, send Form B and receipts at the beginning of the semester to the T.E.A.C.H. office (see contact information on page 2). If you did not purchase books you still must return your Form B indicating that no books were purchased. Multiple forms can be submitted for block sessions.
- _____ Provide semester grades as soon as they are available, via fax or email to T.E.A.C.H. T.E.A.C.H. does not need a sealed transcript. Grades can be downloaded from your college account, be sure that your name is included on this document.
- _____ Fax or email your completed Form C to T.E.A.C.H. if you took release time upon the completion of the semester.
- _____ Call T.E.A.C.H. at 302-764-1501 with any unanswered questions.

Acknowledging Receipt of T.E.A.C.H. Scholarship recipient Manual

I have received a copy of the T.E.A.C.H. Early Childhood® Delaware Scholarship Recipient Manual specifying policies and procedures that I agree to observe and follow as a T.E.A.C.H. Delaware scholarship recipient. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters that I don't understand.

Scholarship Recipient's Signature

Date

T.E.A.C.H. Staff Signature

Date

Please sign and return this last page to T.E.A.C.H. for your file.