

T.E.A.C.H. Participant Checklist

T.E.A.C.H. Early Childhood® MINNESOTA is a higher education scholarship program

1 Beginning a Scholarship Year

- Sign and mail back:
 - Contract
 - Addendum
 - Student Consent to Release Information form
 - W9 Tax Form
- Set up release time schedule with supervisor (if applicable).

Beginning a New Term

- Complete and Submit Online Forms:
 - Pre-Authorization Form
 - Book Reimbursement Form (Upload Book Receipts)

3 College Bill

- T.E.A.C.H. sets up payment with your college.
- Your college sends a tuition bill to T.E.A.C.H.
- T.E.A.C.H. pays the college.

Your Tuition Portion

- You receive a travel/ internet stipend, book reimbursement, and sub time reimbursement (FCC only).
- T.E.A.C.H. subtracts your share of tuition from these benefits and you receive a check or bill for the difference.

5 Completing Your Term

- Email your grades to T.E.A.C.H.
- Sign and send a completed Release Time Claim (Form C) if applicable.
- Complete and submit online forms for the next term.
- Pay balance owed to T.E.A.C.H. (if applicable)

Ending Your Scholarship Year

- Decide if you will reapply for another scholarship.
- If renewing, complete online Renewal Form. If not renewing, complete online Exit Form.
- Receive a bonus from T.E.A.C.H. (if eligible).