Participation Agreement
Center or School-age Staff

The applicant's program director, owner, or authorized representative must sign this agreement.
The TEACH Early Childhood® Minnesota scholarship program offered through Child Care Aware of Minnesota requires the support and participation of the sponsoring child care program (employer) and the scholarship applicant (employee). By signing this agreement, the employer is agreeing to sponsor the employee for a TEACH scholarship. In the event that the applicant is awarded a scholarship, the employer and employee understand and agree to the following conditions:

Scholarship Applicant (employee) agrees to all of the following:

- Pay TEACH for 10 percent of the cost of tuition and books. This cost will be calculated after all other financial aid award(s) (excepting loans) have been applied. T.E.A.C.H. scholarships cover approved courses the recipient is enrolled in during the scholarship year, up to 18 semester/28 quarter credits.
- Submit all required paperwork (including grades) by established deadlines and pay all bills in a timely manner.
- Communicate regularly with TEACH counselor (e.g., class changes, employment status changes, etc.).
- Successfully complete the minimum required credits (9 semester/12 quarter) during the scholarship year to be eligible for the TEACH bonus and employer bonus or raise.
- Commit to continued employment with current employer for one additional year beyond the scholarship year.
- Remain employed with current employer for a minimum of 20 hours per week during the scholarship year.
- Pay the college directly for any tuition exceeding the annual credit limit or courses that are not approved by the TEACH office.

Sponsoring child care program (employer) agrees to all of the following:

- Pay TEACH for 5 percent of the cost of tuition and books for each approved course the employee is enrolled in during the scholarship year, not exceeding 18 semester/28 quarter credits.
- Provide paid release time to the employee; three hours of paid time off per week each week that classes are in session. (TEACH will reimburse the program for a portion of release time hours.)
- **Six months following the end of the scholarship year**, provide additional compensation to the scholarship applicant.
  Please choose one option:

  ____**Option One:** Award a $250 bonus* if the employee completes 9 semester/12 quarter credits.
  ____ Option Two: Issue a 2% raise* if the employee completes 9 semester/12 quarter credits. *Raise must be above and beyond any normally expected raise.*

_____
Scholarship Applicant print name

_____ _____
Scholarship Applicant Signature Date

_____ _____
Employer Signature Date

Please upload this signed form at the end of your application with the other required documents.
*(*3-8 credit scholarship: $100 bonus or 1.25% raise)*