



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

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

1 Beginning a Contract

- Submit a Complete Application
- Sign and send back:
 - Student Consent to Release Information form
 - Contract Addendum
 - Contract
 - Completed Individual Professional Development Plan

2 Beginning a New Term

- Submit to the T.E.A.C.H. office:
 - Pre-Authorization Form
 - Course Registration
 - Form B
 - Book Receipt

3 Third Party Billing

- T.E.A.C.H. sends a letter to your college authorizing payment for your approved credits.
- T.E.A.C.H. receives an invoice from your college for your tuition bill, after grants are applied.
- T.E.A.C.H. compares the invoice to the paperwork submitted and then pays the invoice to the college.

Paying for Your Tuition Portion

- T.E.A.C.H. applies travel time cost, book reimbursement, sub time (for family child care providers only) to your tuition portion and sends you an invoice or check.

5 Completing Your Term

- Submit your grades to the T.E.A.C.H. office.
- Submit the following to begin your new term:
 - Pre-authorization form
 - Course registration
 - Form B
 - Book Receipt

6 Finishing Your Contract

- Decide if you will reapply for another scholarship.
- If reapplying, submit new application to T.E.A.C.H. office. If not reapplying, fill out Information Update form.
- If eligible, receive a bonus from T.E.A.C.H.

