



# Release Time Instructions and Claim Form (Form C)

As part of the T.E.A.C.H. Early Childhood® Minnesota scholarship contract, a T.E.A.C.H. scholarship recipient is eligible for three hours of paid release time per week. The recipient may use release time to attend class, study or take care of personal needs. Even if a recipient takes classes outside of regularly scheduled work hours, the recipient is still entitled to the same amount of release time. **Recipients should be paid their full regular wage while on release time hours, T.E.A.C.H. will then offer the employer a partial reimbursement for the recipient's wages.** The program director and recipient may want to create a schedule for release time that works for both the recipient and the program. Release time hours are flexible and may be combined between weeks to give a recipient a half or whole day off, it is not required to only give three hours per week. *(Directors and assistant directors who are scholarship recipients are NOT eligible for release time)*

The T.E.A.C.H. program will reimburse the sponsoring employer for the claimed release time, at a rate of \$12.00 per hour. **This should not exceed 48 hours per semester or 36 hours per quarter for a term where T.E.A.C.H. is covering at least one credit. (Check the contract for the exact hours the recipient is eligible for)** To receive this reimbursement, the program director (or owner or board member) must return the Release Time Reimbursement Claim (Form C) – see next page – within 30 days after the end of each term.

The recipient or the program director can complete the dates and hours on the Form C; however, both parties must sign the form. **Please return the Release Time Reimbursement Claim within 30 days after the end of the recipient's quarter/semester, release time will not be reimbursed if submitted more than 30 days after the end of the term.**

Semesters include the following months:

Fall Semester: September-December – Due by January 31<sup>st</sup>

Spring Semester: January-May – Due by June 30<sup>th</sup>

Summer Semester: June-August – Due by September 30<sup>th</sup>

Rasmussen College operates on the quarter system which is as follows:

Fall Quarter: October-December – Due by January 31<sup>st</sup>

Winter Quarter: January-March – Due by April 30<sup>th</sup>

Spring Quarter: April-June – Due by July 31<sup>st</sup>

Summer Quarter: July-September – Due by October 31<sup>st</sup>

If you would like more information about how to complete the Form C or if you have problems scheduling release time, please contact the T.E.A.C.H. office.

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