

FORM B INSTRUCTIONS

You will need to complete a Form B each semester in order to receive reimbursement for books, tuition, credential fees (if applicable), and your travel stipend. Form B's needs to be completed and turned in each semester that you are enrolled in class.

Tuition and Fees

- *Check the term and list the year you are attending school.
- *List tuition and fees amount. Fees include activity, library, computer, administrative, and student insurance if the college mandates it. T.E.A.C.H. Early Childhood® TEXAS **will not** cover parking or graduation fees.
- *Indicate who paid the college for your classes: you the "student" or your "center". Please note that T.E.A.C.H. will not pay the college or university for your tuition unless you contact us first and request a charge approval.
- *List the titles of your courses and the number of credit hours for each. We suggest you contact your T.E.A.C.H. specialist prior to registration to be sure the courses you'd like to register for are authorized. *If you register and pay for courses NOT authorized under your scholarship, you will not be reimbursed for tuition or books for these courses.*
- *Attach your receipts to the Form B. We **must** have your tuition receipts in order to reimburse your expenses. Please keep a copy of your receipts for your records.

Charging Tuition to T.E.A.C.H. Early Childhood® TEXAS

- *You must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. before T.E.A.C.H. will issue charge approvals.
- *You must contact us each semester before registration to be sure the courses you'd like to register for are authorized by your specialist. Please call at least one month in advance.
- *Give your specialist the course title(s) and number(s), and the number of credits for each course you wish to take.
- *After approving the course(s), we will notify the college/university and give permission for your tuition to be charged to T.E.A.C.H.

Books

- *If you did not purchase books, check "N/A - No book purchased".
- *If you did purchase books and have the original receipt, list the full book titles of the books you bought and the price for each, **without tax and shipping or handling fees**.
- *Total the price for books, again without tax and shipping and handling fees, and list the amount.
- *Indicate who paid for the books, the student or the center. Please note that T.E.A.C.H. does not allow books to be charged to our account.
- *Attach your book receipts to the Form B. T.E.A.C.H. **will not** reimburse for books without a book receipt. Please keep a copy of your receipt for your records.

Your Travel Stipend is issued in your reimbursement each semester. If your tuition is paid by T.E.A.C.H. Early Childhood® TEXAS through direct billing authorization, the stipend will be paid when the college/university invoices us and your tuition is paid.

It is **your** responsibility to see that the Form B is completed each semester. The earlier in the semester you send in your receipts, the sooner you will receive your **reimbursement check**. **If you have any questions about completing these forms, please give your scholarship specialist a call at (512) 215-8142.**

Reimbursement Claim Form

Please mail with receipts to your T.E.A.C.H. Specialist or teach@texasaeyc.org

Forms can be mailed to:

Texas Association for the Education of Young Children
P.O. Box 4997
Austin, TX 78765-4997

Form B

Recipient information

Name: _____ College: _____
Address: _____ Sponsoring Employer: _____
City _____ TEACH Specialist: _____
ZIP Code _____

Submit all term claims within 30 days after the close of each semester.
Failure to do so will result in forfeit of money for the claims.

School Term Attended Fall Spring Summer1 Summer2 **(Year)** _____
circle one

Tuition and Fees

Tuition/Fees Amount: \$ _____

Tuition paid by: check one

Recipient Child Care Facility T.E.A.C.H. P.E.L.L.

Course Titles:

Credit Hours:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Books

Tuition Books Amount: \$ _____ (Tax should NOT be included)

Books paid by: check one

Recipient Child Care Facility P.E.L.L. N/A - No Book Purchase

Book Title:

Price:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If receipts are not included, reimbursement will not be issued.

If you have questions, please call your T.E.A.C.H. Specialist at (512) 215-8142.

For Office Use Only Date Received _____

Travel _____ Funder _____ Reviewed by: _____ Date Processed _____ Manager Approval: _____