

Pre - Authorization Request Instructions

Dear Director:

Enclosed are copies of the Pre-Authorization Request Forms for your scholarship recipient(s).

Pre-Authorization Request Forms are to be completed and turned in two weeks prior to registration for each semester of enrollment. Failure to do so may result in forfeit of money for reimbursement claims.

All classes must be approved by a T.E.A.C.H. Early Childhood® Texas Specialist prior to the start of the semester. Be sure to complete a Pre-Authorization Request Form for each scholarship recipient including semester; name; SSN; center info; method of payment; course prefix, number, title, credit hours; and college name.

If the course(s) listed on the Pre-Authorization Request Form is not approved, a specialist will contact the recipient or the director with the reason for not approving the course(s). Additional information may be needed before course(s) can be approved.

If you or the scholarship recipient is not contacted, you can assume the course(s) are approved.

Charging tuition to the T.E.A.C.H. Early Childhood® Program

- The recipient must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. Early Childhood® Texas before a charge approval will be issued.
- The Pre-Authorization Request Form should be completed and T.E.A.C.H. indicated as the Intended Method of Payment for a charge approval to be issued.
- Contact the college/university to verify that a charge approval has been received and applied to the recipient's account.

For Reimbursement of Tuition & Fees

- The Pre-Authorization Request Form should be completed and Recipient or Child Care Facility indicated as the Intended Method of Payment.
- After payment has been made, copies of all receipts must be turned in with a Form B (see Form B instructions) before T.E.A.C.H. will reimburse.

Using Other Forms of Financial Aid/Grants (PELL)

- The Pre-Authorization Request Form should be completed and Other Financial Aid/Grants (PELL) must be indicated as the Intended Method of Payment.
- Receipts must be turned in to T.E.A.C.H. to verify payment was made by another form of financial aid.
- T.E.A.C.H. cannot reimburse for costs covered by other forms of financial aid.
- If recipients have other forms of financial aid along with T.E.A.C.H., the other financial aid will be applied first.

If you need additional Pre-Authorization Forms for your scholarship recipient(s), please feel free to make copies as needed.

If you have any questions about completing these forms, please give your scholarship specialist a call at (512) 215-8142.



Texas Association for the Education of Young Children

Pre-Authorization Request

Semester: (Check one) Fall Spring Summer1 Summer2 (Year) _____

Name: _____ **Date:** __/__/____

Center Name:_____ **Center License #:**_____

Intended Method of Payment: (check one)

Recipient Employer T.E.A.C.H. Other Financial Aid/Grant (i.e. PELL Grant)

Course Prefix	Course Number	Course Name or Title	Course Credit Hours	College / University Name (Please Do Not Abbreviate)

***This form is to be returned to your T.E.A.C.H. Specialist at teach@texasaeyc.org**

Mail to: Texas Association for the Education of Young Children
P.O. Box 4997
Austin, TX 78765-4997 **OR Fax to: (866) 240-5175**

***Do not turn this form into your college.**

For Office Use Only:

Date Request Received	Date Approved / Initials	Date Charge Sent / Initials

Please allow at least 7 business days for your request to be processed.

P.O. Box 4997 Austin, Texas 78765-4997
Phone: 512-215-8142
Fax: 866-240-5175
www.texasaeyc.org

