

FORM B INSTRUCTIONS

Dear Scholarship Recipient:

Enclosed are the Form Bs* you will need to complete each semester in order to receive reimbursement for books, tuition and your travel stipend. Form Bs need to be completed and turned in each semester that you are enrolled in class.

Tuition and Fees

- Circle the term and list the year you are attending school.
- List tuition and fees amount. Fees include activity, facilitator's, library, computer, administrative, and student insurance if the college mandates it. T.E.A.C.H.® Early Childhood WEST VIRGINIA **will only cover base tuition fees.**
- Indicate who paid the college for your classes: you the "student", your "center", or "T.E.A.C.H." Please note that T.E.A.C.H. will not pay your tuition unless you call 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. counselor prior to registration to be sure the courses you'd like to register for are authorized under your scholarship. *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 registration receipt and/or registration form to back of Form B. We **must** have a copy of your registration receipt, even if you charged your tuition to us.

*Charging tuition to T.E.A.C.H. Early Childhood® WEST VIRGINIA

- 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 call us each semester before registration to be sure the courses you'd like to register for are authorized by your counselor. We suggest you call at least one week in advance.
- Give your counselor the course titles and the number of credit hours you wish to take.
- After approving the hours, we will notify the community and technical college or university and give permission for your tuition to be charged to T.E.A.C.H.
- You then may go register at your community and technical college or university.

Books

- If you did not purchase books, circle "N/A - No book purchased".
- If you did purchase the REQUIRED books for a course and have a copy of the receipt, list the full book titles of the books you bought and the price for each, **without tax**. T.E.A.C.H. **will not** reimburse for books without a book receipt.
- Total the price for books, again without tax, and list the amount.
- Indicate who paid for the books, the student or the center. Please note that T.E.A.C.H.® Early Childhood WEST VIRGINIA does not allow books to be charged to our account.
- Attach a copy of your book receipts to the back of Form B. T.E.A.C.H. **will not** reimburse for books without a book receipt.

Travel Stipend is issued in your reimbursement each semester. So, keep in mind that if you charge your tuition to us, and don't buy any books, you still need to send in your **completed** Form B with the registration receipt attached in order to receive your travel stipend. Otherwise we will have to wait until the community college/university invoices us before we can issue your travel stipend.

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 counselor a call.

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***Form B: Tuition/Books/Travel may be downloaded from
www.wvearlychildhood.org/TEACH_WV.html**