



FORM C Release Time Claim Reimbursement Form

Dear Director:

Enclosed are Form C's* for your scholarship recipient(s). Form C's are to be completed and turned in each semester. The amount of release time for which a scholarship recipient is eligible is up to three hours per week.

Weekly, the scholarship recipient should get one hour of release time per credit hour, up to a maximum of three hours. For example, if the recipient is taking one three credit hour class, she should receive three hours of paid release time per week. If she is taking three-three credit hour classes (a total of 9 credit hours), she should receive 3 hours (the maximum) of paid release time each week.

River Valley Child Development Services will reimburse the center for one half of the claimed release time, at the rate of \$8.00 per hour.

Release time may be taken by the recipient to attend class, study, or to complete assignments. How you and your scholarship recipient schedule release time is up to the two of you, but we do expect the release time to be taken each semester.

Either you or the recipient may be responsible for completing the forms, whatever works best for your program, but the form **MUST** be signed by both you and the recipient.

If you have any questions about completing these forms, please give your scholarship counselor a call.

304-529-7603

teachwv@rvcds.org

***Form C: Release Time Reimbursement may be downloaded from
www.wvearlychildhood.org/TEACH_WV.html**