

Pre-Authorization Request Instructions

Dear Recipient:

Enclosed are copies of the pre- authorization request forms* for 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 forfeiture of money for reimbursement of claims or payment of tuition.

All classes must be approved by a T.E.A.C.H. counselor prior to the start of the semester. Be sure to complete a pre-authorization form for each scholarship recipient including semester; name; SSN; personal college ID#; 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 counselor 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 the scholarship recipient is not contacted, you can assume the course(s) are approved.

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

- The recipient must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. 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 tuition in order for a charge approval to be issued.
- Contact the Bursar's office to verify that a charge approval has been received and applied to the recipient's account.

For reimbursement of tuition and 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 you need additional pre-authorization forms, please feel free to make copies as needed or download them from the website listed below.

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

304-529-7603
teachwv@rvcds.org

***Pre-Authorization Forms may be downloaded from: www.wvearlychildhood.org/TEACH_WV.html**