

T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA

“FORM B” INSTRUCTIONS ***Tuition/Book Reimbursement Claim***

Dear Scholarship Recipient:

Enclosed is “Form B” the recipient will need to complete each semester in order to receive reimbursement for books, tuition and travel stipend. “Form B” needs to be completed and turned in each semester that the student is enrolled in class.

Recipient Information

- Verify all information in this area.
- Note the current program/option the recipient is enrolled in.
- Check the term and list the year the recipient is attending school.

Tuition and Fees

- List tuition and fees amount. Fees include activity, facilitator’s, library, computer, administrative, and the recipient insurance if the technical college mandates it. The T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA **will not** cover late fees, out-of-county and out-of-state tuition fees, parking or graduation fees.
- Indicate who paid the technical college for the student’s classes: the “Student”, the “Child Care Center”, or “T.E.A.C.H.” Please note that T.E.A.C.H. will not pay the technical college for the student’s tuition unless you call the Center for Child Care Career Development first and request a charge approval.*
- List the titles of your courses and the number of credit hours for each. The Center for Child Care Career Development suggests the recipient contact the T.E.A.C.H. counselor prior to registration to be sure the courses you’d like to register for are authorized under the student’s scholarship. *If you register and pay for courses **NOT** authorized under your scholarship, the recipient **will not** be reimbursed for tuition or books for these courses.*
- Attach registration receipt and/or registration form to back of “Form B”. The Center for Child Care Career Development **MUST** have a copy of your registration receipt, even if you charged the tuition to the Center for Child Care Career Development.

***Charging tuition to T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA**

- The student must already be approved for a scholarship and have a signed contract on file before T.E.A.C.H. will issue charge approvals.
- The student **must** call the Center for Child Care Career Development each semester before registration to be sure the courses the student would like to register for are authorized by the T.E.A.C.H. counselor. The Center for Child Care Career Development suggests you call at least one week in advance.
- Give the T.E.A.C.H. counselor the course titles and the number of credit hours the recipient wish to take.
- After approving the hours, the Center for Child Care Career Development will notify the technical college and give the student permission to charge the tuition to T.E.A.C.H.
- The student then may register for classes at the technical college.

Books

- If the student did not purchase books, circle “NONE - No Book Purchased”.
- If the student did purchase books and has a copy of the receipt, list the full book titles of the books the recipient 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® SOUTH CAROLINA 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 to the recipient reimbursement each semester. So, keep in mind that if the recipient charges the tuition to the Office of First Steps, and does not buy any books, the student still need to send in the **completed** “Form B” with the registration receipt attached in order to receive the travel stipend. Otherwise, the recipient will have to wait until the technical college invoices the Office of First Steps before a travel stipend can be issued.

It is **the student’s** responsibility to see that “Form B” is completed each semester. The earlier in the semester the student sends in the receipts, the sooner you will receive their reimbursement check. If the student has any questions about completing these forms, please call the T.E.A.C.H. counselor.

RETURN “FORM B” WITH RECEIPT(S) TO:
T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA
Center for Child Care Career Development • P.O. Box 5616 • Greenville, SC 29606-5616
Phone (864) 250-8581 • Fax (864) 250-8680

T.E.A.C.H. EARLY CHILDHOOD® SOUTH CAROLINA

Tuition/Book Reimbursement Claim – Form B

Recipient Information

Please Type or Print

Social Security No.: ___ - ___ - ___ Recipient Signature: _____
 Recipient Name: _____ College: _____
 Address: _____ Center Name: _____
 City: _____ State: SC Zip: ___ - ___ Counselor's Name: _____
 Current Program/Option: _____
 Term Attended: (check one) FALL SPRING SUMMER 20
 (YEAR)

Tuition and Fees *The Center for Child Care Career Development CANNOT issue a reimbursement without receipts.*

Receipts for tuition and student fees must be attached to this form.

Tuition/Fees amount: \$ _____ Tuition paid by: (check one) Student Financial Aid
 T.E.A.C.H. Child Care Center

| Course Titles | Credit Hours |
|---------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Books

The Center for Child Care Career Development CANNOT issue a reimbursement without receipts.

If a book was not purchased or receipts are not available, please circle "None" below.

Books paid by: (check one) Student Child Care Center Financial Aid None (No Book Purchased)

| Book Titles | Price (without tax) |
|----------------------------|---------------------|
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| TOTAL BOOKS AMOUNT: | |