

FORM B INSTRUCTIONS

*****PLEASE READ CAREFULLY*****

Dear Scholarship Recipient:

*Enclosed is the Form B you will need to complete for spring semester in order to receive reimbursement for books, tuition and your travel stipend. **Form Bs need to be completed within two (2) weeks after the start of each semester.** Claims submitted after this time may not be reimbursed. This does not apply to book claims when the necessary book is on order and has not come in.*

****Please fully complete the top portion with your name, address, program name, and college name****

Tuition and Fees

- List tuition and fees amount. Fees include facility and technology fees. TEACH® Early Childhood Alabama **will not** cover late fees, parking fees, or graduation fees.
- Indicate who paid the college for your classes: you the “student”, your “center”, or “TEACH”. Please **note that TEACH will not pay the community college for your tuition unless you send TEACH a charge approval.** *
- List the titles of your courses and the number of credit hours for each. We suggest you contact your TEACH 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 your registration receipt and/or registration form to back of Form B. **We must have your registration receipt or schedule that list your classes, even if you charged your tuition to us or another source of financial aid.**

***Charging tuition to TEACH Early Childhood® Alabama**

- You must already be approved for a scholarship and have a signed contract on file with TEACH before TEACH will issue charge approvals.
- You must submit a Course Pre-Approval form each semester before registration to be sure the courses you’d like to register for are authorized by your counselor. This must be done at least one week prior to registration each semester.
- After approving the hours, we will notify the college/university and give permission for your tuition to be charged to TEACH
- You then may go register at the college/university.

Books

- If you did not purchase books, circle “N/A - No book purchased”.
- If you did purchase books, you will need the original receipt or a copy of the receipt, then list the full book titles of the books you bought and the price for each, **without tax.**
- Total the price for books, again without tax, and list the amount.
- Indicate who paid for the books, the student, Pell, or the center. Please note that **TEACH® Early Childhood Alabama does allow books to be charged to our account. Books paid for with financial aid will not be reimbursed.**
- Attach the book receipts to the back of Form B. TEACH will not reimburse for books without a book receipt.

Travel Stipend

An \$80 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 you send in your receipts, the sooner you will receive your reimbursement check. If you have any questions about completing these forms, please call the TEACH program staff at 334-271-0304 or 334-694-2400.

Form B
TEACH Early Childhood® Alabama
Tuition/Book Reimbursement Claim Form

Recipient Information

Name: _____
 Student ID#: _____
 Address: _____
 City, State, Zip: _____
 Program Name: _____
 College Name: _____
 Semester and Year: _____

Tuition and Fees

Make sure you attach your official school schedule.

Tuition/Fees amount: \$ _____ Tuition paid by: Student Center TEACH Pell
 (circle one) Other

| Course Titles: | Other | Credit Hours: |
|----------------|-------|---------------|
| _____ | | _____ |
| _____ | | _____ |
| _____ | | _____ |
| _____ | | _____ |

Books

If a book was not purchased or receipts are not available, please circle N/A below.

We cannot issue a reimbursement without receipts.

Total books amount: \$ _____ Books paid by: Student Center N/A Pell
 (circle one) Other No Book Purchased

| Book Titles: | Price (without tax) |
|--------------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Return with receipts to: TEACH Early Childhood® Alabama
 Alabama Partnership for Children
 2595 Bell Road Montgomery, AL 36117
 Email: teach@apcteam.org Fax : 334-271-0315