



## 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 month or each semester. **All claims must be submitted no later than 10 working days after the last day of the semester.**

Release Time can be given in more than 6 hour increments. This will allow programs more flexibility with release time and the ability to give more release time around mid-terms, final exams, and projects.

During Fall and Spring semesters, recipients are entitled to 1 hour of release time per credit hour taken times the number of weeks in the semester. The total number of hours claimed for each recipient by a program cannot exceed 96 hours. For example:

3 hours x 16 weeks= 48 hours

4 hours x 16 weeks= 64 hours

6 hours x 16 weeks= 96 hours

For summer semester, the amount of release time equals the number of credit hours taken times 10 weeks, with the maximum being 60 hours per recipient. Again, the release time is based on the number of hours the recipient is taking during the semester.

**Release time is only for weeks that recipients are attending class. Release time will not be reimbursed on school holidays, such as spring break, Christmas, Thanksgiving, or any center closure day.**

The Alabama Partnership for Children will reimburse the center \$5.00 for every hour claimed.

Release time may be taken by the recipient to **attend class, study, or attend to school related needs**. How you and your scholarship recipient(s) schedule release time is up to you, but **we do suggest 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 Mariah Scarver, TEACH Director a call at (334) 271-0304.

