

## TEACH Scholarship Paperwork Flow

1. Potential recipient inquires with interest in Scholarship
2. TEACH follow-up with call/email to gauge readiness and go over application materials and general scholarship outlines
3. TEACH sends potential recipient Application materials
  - Complete application packet includes fully completed paperwork, including all required signatures plus most recent pay stub
4. Application reviewed (and if accepted moves to 5)
5. Acceptance Packet mailed to recipient and employer  
Recipient packet includes:
  - Recipient Acceptance Letter
  - Three copies of contract
  - W-9
  - Recipient Responsibilities Agreement Form
  - TEACH Policies Document
  - Paperwork Flow Description
  - Pre-Authorization Request Form and Instructions sheet
  - Form B – Reimbursement Claim Form and Instructions sheet
  - Release Time Q & A
  - FERPA AuthorizationEmployer packet includes:
  - Director Acceptance Letter
  - Copy of Recipient Acceptance Letter
  - W-9
  - Paperwork Flow Description
  - Release Time Q&A
  - Form C Release Time Reimbursement Claim form and Instructions sheet
6. Semester beginning: **(g-i to occur no more than 30 days after first day of classes)**
  - a) At least two weeks before class registration opens, Recipient submits to TEACH Pre-Authorization Request Form with requested class. TEACH Counselor sends email response with course approval or explanation if it is denied.
  - b) Recipient registers for classes
  - c) CCV sends Registration Statement to recipient
  - d) Recipient purchase books (if necessary)
  - e) Recipient fills out Form B Reimbursement Claim using tuition information from CCV Registration Statement and book receipts
  - f) Recipient mails completed Form B, with attached copies of CCV Registration Statement and book receipts to TEACH
  - g) TEACH will file claims for tuition, travel and books
  - h) Two-three weeks into the semester, TEACH will send recipient CCV Third Party Charge Approval Form to be signed and returned to TEACH Counselor. TEACH Counselor will submit this form to CCV on behalf of the recipient.
7. During Semester:
  - a) Each week employer and recipient track release time hours on Form C
  - b) Recipient and employer should make at least one connection with TEACH Counselor during semester to update progress, successes and troubleshoot any challenges
  - c) Recipient and TEACH begin with next semester paperwork submissions as outlined in 6.
8. Semester Close: **within 30 days of last class**
  - a) Recipient submit copy of grades report
  - b) Employer submit completed, signed Form C - Release Time Reimbursement Form

