

# Reimbursement Claim Form

Please scan and email this form with receipts (if applicable) to:  
teachearlychildhoodvermont@vtaeyc.org

## Form B

### Recipient information

**Name:** \_\_\_\_\_ **College:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Child Care Facility:** \_\_\_\_\_  
**TEACH Counselor:** Brenda Schramm  
**Special Project:** \_\_\_\_\_

Submit all term claims within 30 days after the first class of the term.  
Failure to do so will result in forfeit of money for the claims.

**School Term Attended**  Fall  Spring  Summer **(Year)** \_\_\_\_\_

### Tuition and Fees

**Tuition/Fees Amount:** \$ \_\_\_\_\_

**Tuition paid by:** check one

Recipient  Child Care Facility  T.E.A.C.H.  P.E.L.L.

**Course Titles:**

**Credit Hours:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Books

**Tuition Books Amount:** \$ \_\_\_\_\_ (Tax should NOT be included)

**Books paid by:** check one

Recipient  Child Care Facility  P.E.L.L.  N/A - No Book Purchase

**Book Title:**

**Price:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Shipping (if applicable)	_____

**If receipts are not included, reimbursement will not be issued.**  
If you have questions, please call your counselor at 802-387-0870.

# FORM B INSTRUCTIONS

Dear Scholarship Recipient:

Enclosed is Form B which you will need to complete each semester in order to receive book, tuition, and access stipend reimbursements. Form B needs to be completed and turned in each semester that you are enrolled in class. Submit all term claims no later than 30 days after the first day of class, each semester. Failure to do so will result in forfeit of money for the claims.

## Tuition and Fees

- Check the desired term box and list the year you are attending school.
- List tuition and fees amount. Fees include class materials, library, lab, administrative, and graduation. VTAEYC will not cover parking, late registration, dropped class, or student ID or insurance fees.
- Indicate who paid the college for your classes: you, the "Recipient", your "Childcare Facility", or "T.E.A.C.H." Please note that T.E.A.C.H. will not pay the college for your tuition unless you submit a Pre-Authorization Request form in advance, for a charge approval.
- List the full titles of your classes (no acronyms please) and the number of credits for each. You are required to submit a Pre-Authorization Request Form to your T.E.A.C.H. counselor prior to registration to be sure the classes you'd like to register for are authorized. If you register and pay for classes NOT authorized by your counselor, you will not be reimbursed for tuition or books for these classes.
- Attach your registration receipt and/or registration form to back of Form B. We must have a copy of your registration, even if you charge your tuition to us.

## Charging tuition to VTAEYC

- You must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. before we will issue charge approvals.
- You must submit a Pre-Authorization Request Form to us each semester before registering to be sure the classes you'd like to register for are authorized by your counselor. We suggest you submit your request at least one month in advance of registering.
- After approving the classes and hours, we will notify the college and give permission for your tuition to be charged to T.E.A.C.H. Your counselor will contact you if we need additional information or cannot authorize classes.

- Books**
- If you did not purchase books, check "N/A - No book purchased".
  - If you did purchase books and have a copy of the receipt, list the full book titles of the books you bought and the price for each, without tax (T.E.A.C.H. cannot pay for taxed books). If there were shipping costs, please list the shipping expense on its own line and label it "shipping fees." T.E.A.C.H. will not reimburse books without a detailed book receipt which shows book prices, taxes, and shipping as applicable.
  - Total the price for books and shipping, without tax, and list the amount at the top of the **Books** section.
  - Indicate who paid for the books, the "Recipient" or the "Childcare Facility". Please note that T.E.A.C.H. 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 detailed book receipt

The **Access Stipend** is issued in your reimbursement each semester. 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 access stipend.** It is your responsibility to see that the Form B is completed each semester. The earlier in the semester you send in your receipts, the sooner you will receive your reimbursement check. If you have any questions about completing these forms, please give your scholarship counselor a call at 802-387-0870.