

HABITS OF SUCCESS

SUCCESSFUL STUDENTS DEMONSTRATE A NUMBER OF IMPORTANT HABITS INSIDE AND OUTSIDE THE CLASSROOM



Students who demonstrate these skills and behaviors will be better positioned to meet T.E.A.C.H. Vermont's expectations and achieve their own educational goals.

PERSONAL RESPONSIBILITY

- Make commitment to attend every class
- Demonstrate follow-through
- Accept responsibility for agreements
- Understand your rights & responsibilities
- Be able to locate policies

COMMUNICATION TOOLS

- Check email & mail regularly & respond
- Update contact information
- Monitor your grades & overall progress in each course
- Read instructor feedback & provide feedback to others
- Monitor and follow through with all scholarship requirements & paperwork

PROFESSIONAL ETIQUETTE

- Demonstrate professional conduct electronically & in person
- Arrive prepared & on time
- Call ahead when late or absent
- Raise concerns respectfully

ACADEMIC PLANNING

- Use academic planning tools
- Understand what's required and when in your degree program and scholarship
- Track your progress toward completing your Degree and scholarship contract

SCHOOL-LIFE BALANCE

- Choose courses that fit your schedule & responsibilities
- Anticipate obstacles before they become problems
- Develop contingency plans
- Identify your sources of support at the College, within T.E.A.C.H., & in your life

UTILIZATION OF RESOURCES

- Have course materials at start of semester
- Read your course descriptions & syllabi
- Use academic resources to improve performance (writing lab, tutor, study group)
- Know how your college advisor & T.E.A.C.H. counselor can help and contact them as needed

MINDSET

- Recognize that success in college requires hard work
- Expect stress, but know you can work through it
- Find & create learning strategies that work for you
- Ask questions when things do not make sense

T.E.A.C.H. Recipient Personal Responsibilities Agreement



This is an agreement between T.E.A.C.H. Early Childhood® VERMONT and the scholarship recipient _____ . Please read carefully and then sign this agreement. Both your official Contract (Form A) AND this Agreement must be signed and on file before any reimbursements or charge approvals will take place.

Congratulations on being awarded a T.E.A.C.H. Early Childhood® Scholarship! You should be very proud of yourself for investing in your own future and increasing your education. This scholarship represents an amazing opportunity – a debt free college education! This benefit to you comes with important responsibilities which require your follow through in order to ensure your scholarship remains active.

As a T.E.A.C.H. Early Childhood® Scholarship Recipient, I will:

- Attend class, study, work hard and be a responsible student, adhere to all T.E.A.C.H. Vermont Scholarship policies. This is a great opportunity that requires serious attention and follow through.
- Communicate frequently with my scholarship counselor, college academic advisors, instructors, and support personnel. My scholarship counselor is available to help guide me through the process of attending college as well as balancing my college, work, and family responsibilities. He/She is a phone call or email away and can answer my questions.
- Submit reimbursement forms in a timely manner. Preauthorization forms must be submitted in time for scholarship counselors to forward to the appropriate school. Form B's must be submitted for reimbursement of tuition, books and travel claims. If my model includes paid release time, I will sign the Form C's, be sure my director (if applicable) signs the Form C and help get it submitted for reimbursement for release time.
- Contact my scholarship counselor regarding any changes to my class schedule or education program, employment status or requirements, annual financial aid status, or scholarship contract. It is further understood in the event I voluntarily leave the employment of my current sponsoring employer during the eligible year of my T.E.A.C.H. scholarship contract:
 - a) I will be required to wait one year before applying to T.E.A.C.H. again for a scholarship
 - b) I will be required to repay T.E.A.C.H. all funds expended by T.E.A.C.H. on my behalf (*Tuition, travel, books*).
- Submit my grades within 30 days of the close of the semester. Keeping my scholarship record up-to-date is critical to ensuring that I can continue my education without unnecessary delays.
- Seek out and utilize as appropriate, academic planning tools and support resources for successfully completing my educational program. This can include placement exams, pre-requisite courses, tutors, writing labs, study groups, and college portal tracking options.
- Pay my bills from T.E.A.C.H. and/or my college in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations.

Recipient Signature

Date Signed

T.E.A.C.H. Counselor Signature

Date Signed