



Vermont Association for the  
Education of Young Children

### **Pre-Authorization Request**

**Semester:** (Check one) ☐ Fall ☐ Spring ☐ Summer

**(Year)** \_\_\_\_\_

**Name:**

**Date:**

**Center Name:**

**Center License #:**

**Intended Method of Payment:** (check one)

☐ Recipient ☐ Employer ☐ T.E.A.C.H. ☐ Other Financial Aid/Grant (i.e. PELL Grant)

Course Prefix	Course Number	Course Name or Title	Course Credit Hours	College Name (Please Do Not Abbreviate)

**\*This form is to be returned to: T.E.A.C.H. Early Childhood® VERMONT**

**Scan and email to: [teachearlychildhoodvermont@vtaeyc.org](mailto:teachearlychildhoodvermont@vtaeyc.org)**

**\*Do Not turn this form into your college.**



**For Office Use Only:**

Date Request Received	Approved	Date Charge Sent

**Please allow at least 2 business days for your request to be processed.**

# Pre - Authorization Request Instructions

Dear Scholarship Recipient:

Enclosed are copies of the Pre-Authorization Request Form (used for authorizing your course selections prior to enrollment) for your contract year. One Pre-Authorization Request Form should be completed and turned in three weeks prior to registration for each semester you enroll. Failure to do so may result in forfeit of money for reimbursement claims.

All classes must be approved by a T.E.A.C.H. Counselor prior to the start of the semester. Be sure to complete a Pre-Authorization Request Form including semester; name; SSN; center info; method of payment; course prefix, number, title, credit hours; and college name.

If the course(s) listed on the Pre-Authorization Request Form is not approved, a counselor will contact you with the reason for not approving the course(s). Additional information maybe needed before course(s) can be approved.

If you are not contacted by your scholarship counselor, you can assume the course(s) are approved.

## Charging tuition to the TEACH Early Childhood Vermont

- The recipient must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. before a charge approval will be issued.
- The Pre-Authorization Request Form should be completed and T.E.A.C.H. indicated as the Intended Method of Payment for a charge approval to be issued.
- Contact the college/university to verify that a charge approval has been received and applied to the recipient's account.

## For Reimbursement of Tuition & Fees

- The Pre-Authorization Request Form should be completed and Recipient indicated as the Intended Method of Payment.
- After payment has been made, copies of all receipts must be turned in with a Form B (see Form B instructions) before T.E.A.C.H. will reimburse.

## Using Other Forms of Financial Aid/Grants (PELL)

- The Pre-Authorization Request Form should be completed and Other Financial Aid/Grants (PELL) must be indicated as the Intended Method of Payment
- Receipts must be turned in to T.E.A.C.H. to verify payment was made by another form of financial aid.
- T.E.A.C.H. cannot reimburse for costs covered by other forms of financial aid.

If you have any questions about completing these forms, please give your scholarship counselor a call at 802-387-0870.