

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 Scholarship Policies & Personal Responsibilities Agreement

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

Congratulations on being awarded a T.E.A.C.H. Early Childhood® Scholarship! This scholarship represents an amazing opportunity for a debt free college education! An opportunity that requires serious attention and 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, including, seeking out and utilizing 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, college portal tracking options, academic/ financial aid advisors and instructors.
- Contact and communicate regularly with my scholarship counselor regarding any changes to my class schedule or education program, employment status or requirements, annual financial aid status, or scholarship contract. A scholarship counselor is available to help guide me through the process of attending college as well as balancing my college, work, and family responsibilities. A counselor is a phone call or email away and can answer my questions.
- Submit reimbursement forms in a timely manner. Pre- authorization 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.
- 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.
- Pay my bills from T.E.A.C.H. and/or my college in a timely manner, when applicable. It is my responsibility to ensure that I am meeting all of my obligations. **VTAEYC has waived all co-pays for recipients and sponsor programs through 2023.**
- Acquire and/or maintain my VTAEYC membership status at the Standard Level or above. This is a requirement of my scholarship contract and must be completed during the first semester of my first contract. More information about my VTAEYC Membership levels and benefits is just a click away at, vtaeyc.org/membership/

Policy Statements of Understanding

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

- In the event of a **Late Drop Fee** (fees applied by the college to student accounts for classes dropped outside of the college add-drop time frame) or a **Failed Class Fee** (any grade below a C- will be considered by T.E.A.C.H. VT as a failed class) , I may be asked to repay all tuition, book, and access claims paid by T.E.A.C.H. If applicable, T.E.A.C.H. must have an approved repayment plan in effect before accepting any new claims for subsequent semesters.
- In the event I choose to **voluntarily abandon employment** at my sponsor program during the term of my T.E.A.C.H. contract, I will be required to wait one year before applying to TEACH again for a scholarship and will be required to reimburse T.E.A.C.H. for all funds expended by T.E.A.C.H. on my behalf for (Tuition, travel, books) during the term of this contract. Under some limited circumstances, T.E.A.C.H. Vermont may waive the reimbursement requirement.
- T.E.A.C.H. will enter into a monthly repayment agreement with any participant for an amount of not less than \$50 per month and not more than \$250 per month until all sums due have been repaid. Amounts owed to TEACH for any reimbursement not on an established repayment agreement shall be charged interest on the balance owed at the rate of twelve percent (12%) per annum.
- The Parties agree that any dispute or other legal action concerning this contract shall be conducted in Chittenden County, Vermont and irrevocably consent to service of process by mail.

Recipient Signature

Date