

FORM B/C INSTRUCTIONS

Recipient Information

- Fill in or review information including: recipient name, address, city, state, zip, email address, college, and T.E.A.C.H. counselor.
- Circle the term and list the year you are attending school.

Tuition and Fees

- List the course number, title, and number of credits for each course you are taking. We suggest you contact your T.E.A.C.H. counselor prior to registration to be sure the courses you'd like to register for are authorized under your scholarship. *If you register and pay for courses NOT authorized under your scholarship, you will not be reimbursed for tuition or books for these courses.*
- We must have a college statement if you pre-paid tuition and you are requesting a reimbursement from T.E.A.C.H.; this statement should indicate that the tuition has been paid.

Books

- If you did not purchase or rent books, circle "N/A - No book purchased".
- Please list **full book titles** of the books, the course number for which the book was required, and the price for each, **without tax**.
- Include **standard** shipping charges if applied.
- T.E.A.C.H. **will not** pay for home computers, computer software, or school supplies.
- Total the price for books, without tax, and list the amount.
- Indicate who paid for the books, the student, the program, or a Pell grant.
- Attach a **copy** of your book receipts, with your name written on it, to the back of this Form B/C. T.E.A.C.H. **will not** reimburse for books without a copy of the book receipt.

Release Time

- Use the following grid to calculate how much release time to claim:

Number of credits you enrolled in this semester	Total number of Release Time hours you claim
1	16
2	32
3	48
4	64
5	80
6 or more credits	96

- Multiply hours of Release Time claimed by reimbursement rate (\$5.00).
- Sign and date form

It is **your** responsibility to see that the Form B/C is completed each semester. We reserve the right not to reimburse any claims submitted more than 30 days following the **end** of the semester! If you have any questions about completing these forms, please call T.E.A.C.H. IOWA at (515-331-8000).