

T.E.A.C.H. Early Childhood® IOWA

Child Development Home Tuition/Book/Release Time Reimbursement Claim

Recipient Information

Recipient Name: _____ College: _____

Address: _____ T.E.A.C.H. Counselor: _____

City, State, Zip: _____

Email Address: _____

Term Attended: **SPRING** **SUMMER** **FALL** _____ **OTHER** _____ (Year)

(Circle One)

Courses Taken This Semester

Course Number:	Course Title:	Credit Hours:
_____	_____	_____
_____	_____	_____

Books If a book was not purchased, rented, or receipts are not available, please circle N/A below.
We cannot issue a reimbursement without copies of receipts.

Total books amount: \$ _____ (without tax) Books paid by: Student Program Pell or other grant N/A (No Book Purchased)

(circle one)

Book Titles	Course Number	Price (without tax)
_____	_____	_____
_____	_____	_____

Release Time

(To calculate hours of Release Time use chart on reverse side of form)

Hours of Release Time claimed = _____

Rate of Reimbursement: X \$5.00

Total Amount of Release Time Reimbursement = _____

Recipient Signature: _____ Date _____

For Office Use Only:

Tuition and Fees Funder: _____

Amount: \$ _____ Tuition paid by: \$ _____ \$ _____ \$ _____ \$ _____

Student Program Pell or other grant T.E.A.C.H.

Travel/Internet

You are entitled to a Travel/Internet Stipend of \$100 per active semester.

Return with receipts to: T.E.A.C.H. Early Childhood® IOWA
 Iowa Association for the Education of Young Children
 5525 Meredith Drive, Suite F • Des Moines, IA 50310
 Phone: 515-331-8000 • Fax: 515-331-8995

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).