

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

This is an agreement between T.E.A.C.H. Early Childhood® IOWA 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 low cost college education! This benefit to you comes with various responsibilities.

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

- attend class, study, work hard and be a responsible student. This is a great opportunity that should be taken seriously.
- regularly communicate with my scholarship counselor. My 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 just a phone call or email away and can answer many questions.
- submit reimbursement forms in a timely manner. Registration forms (Form R's) must be submitted in time for counselors to forward to the appropriate school. Tuition/Book Reimbursement forms (Form B's or B/C's) must be submitted for reimbursement of tuition, books and travel claims. If my model includes paid release time, I will sign the Release Time Form (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 employment or college status, or if I am having difficulty in meeting my course/college requirements or scholarship contract.
- submit my grades within 30 days of the close of the semester. Keeping records up-to-date is critical to continued support of this program.
- 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.
- read and I understand the T.E.A.C.H. Participant Procedures Handbook. I understand that the T.E.A.C.H. Participant Procedures Handbook could change at any time. It is my responsibility to check the website periodically at www.iowaaeyc.org for updates.
- uphold the required commitment to my program. I understand that if I break my commitment, I will be billed for the cost of my scholarship.

Printed Name

Signature

Date

For office use only:

Date Reviewed with Recipient (date)

Counselor Initials

Return this form to your T.E.A.C.H. Counseling Specialist by fax: 515-331-8995

Scan and email to your counselor _____@iowaaeyc.org

or mail to *Iowa AEYC*

5525 Meredith Drive, Suite F Des Moines, IA 50310