T.E.A.C.H. Early Childhood® IOWA Program Staff Tuition/Book Reimbursement Claim Form

Recipient I	nformation				
Recipient Name: Address: City, State, Zip:			Employ	Employing Program: (Center, Preschool, etc.)	
	ess:				
Term Attend		SUMMER			
(Mark (One)			OTHER	(Year)
Courses Ta Course Number:	aken This Sem Course Title:	ester			Credit Hours:
Books	We canno	ot issue a reimburs	ement without cop	•	
Total books a	amount: \$(without tax)		Student Progr	am Pell or other grant	N/A (No Book Purchased
Book Titles				Course Numbe	Price (including tax
cipient Signatur	۵۰			Date	
For Office				Funder:	
Tuition and Amount: \$_	d Fees	n paid	te submitted f	or approval:	\$ T.E.A.C.H.
	You are entitled	Trave	el/Internet	per active semester.	

Return with receipts to:

T.E.A.C.H. Early Childhood® IOWA Iowa Association for the Education of Young Children 6200 Aurora Avenue, Suite 605E, Urbandale, Iowa 50322 Phone: 515-331-8000 • Fax: 515-331-8995

FORM B INSTRUCTIONS

Recipient Information

- Fill in or review information including: name, address, city, state, zip, email address, college, program (name of center, preschool, etc.), 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, again 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. T.E.A.C.H. will
 not reimburse for books without a book receipt.

It is **your** responsibility to see that the Form B 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).