



# HANDBOOK FOR COLLEGES AND UNIVERSITIES

**Iowa Association for the Education of Young Children**

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[www.iowaaeyc.org](http://www.iowaaeyc.org)



Iowa Association for the  
Education of Young Children

An Affiliate of **naeyc**

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Dear College Faculty/Staff/Administrator,

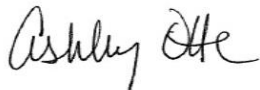
Thank you for working with students who are on a T.E.A.C.H. Scholarship! We created this handbook to give you the procedures and information you might want to understand our scholarship program and share information about T.E.A.C.H. as a form of financial aid for prospective students.

If you haven't added our [link](#) to your website or don't already share this opportunity with your students, we hope you will consider doing so.

We hope this handbook helps you have a clear understanding of T.E.A.C.H. We divided the handbook into specific sections to provide information on how the program works. For ease of reference, page numbers, and shaded areas of special interest to admissions staff, financial aid/billing staff, faculty, and prospective students are provided.

Feel free to contact us with any questions or concerns you have. We appreciate your partnership in serving the adult students who dedicate their careers to Iowa's young children.

Sincerely,



Ashley Otte  
Director of Workforce Initiatives

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## SCHOLARSHIP OVERVIEW:

The T.E.A.C.H. (**T**eacher **E**ducation **A**nd **C**ompensation **H**elps) Early Childhood® Project was created by Child Care Services Association and started in North Carolina in 1990. It was designed to increase the level of education of teachers working with children age birth to preschool, while making college education affordable, decreasing turnover in childcare programs, and increasing compensation for the early childhood workforce.

### ADMINISTERING AGENCY:

Iowa Association for the Education of Young Children (Iowa AEYC) holds the Iowa license for T.E.A.C.H. Iowa AEYC is a statewide, nonprofit organization dedicated to serving and acting on behalf of the early childhood profession. As an affiliate of the National Association for the Education of Young Children, Iowa AEYC draws on their leadership, resources, and knowledge to better serve our members and the state. Membership is open to all individuals who share a desire to serve and act on behalf of the needs and rights of all young children. To learn more, visit our website, [www.iowaaeyc.org](http://www.iowaaeyc.org), call 1-800-469-2392.

### FUNDING:

Funding for T.E.A.C.H. Early Childhood® Iowa comes in part from the Iowa Department of Health & Human Services through federal funding from the Child Care Development fund; Iowa Department of Management through Early Childhood Iowa Professional Development; the Iowa Department of Public Health through MIECHV funds; and the child care programs who co-sponsor a T.E.A.C.H. scholarship recipient. T.E.A.C.H. Early Childhood® Iowa is a successful strategy supporting the result areas of Early Childhood Iowa.

### ELIGIBILITY FOR T.E.A.C.H. —A STUDENT MUST:

- Be working in Iowa 30+ hours per week in a regulated program: a public preschool, Head Start, child care center, registered family child care home, or working all hours a part-day program is open (and at least 20 hours).
- Work with children between birth and preschool.
- Have the support of the program supervisor in center-based programs.
- Be employed in their current early childhood setting a minimum of 90 days for the Associate Scholarship Program.
- Be employed in their current early childhood setting a minimum of 6 months and have at least 60 college credits already for the Bachelor Scholarship Program.
  - *We ask recipients to start their education at a community college if they do not have a minimum of 60 college credits before applying for the bachelor scholarship.*

### T.E.A.C.H. COUNSELING SPECIALIST'S ROLE:

Counseling Specialists have a minimum of a bachelor degree in ECE or a related field and a variety of experience in the ECE field. They provide professional development counseling to scholarship recipients. They process paperwork and communicate with participating colleges and universities. The T.E.A.C.H. Counseling Specialists are available to assist when you have questions regarding the T.E.A.C.H. scholarship, and are willing to serve on college Early Childhood advisory committees, and to be guest speakers in classes.

### COLLEGE AND UNIVERSITY ROLE:

Below are some ways colleges and universities can support our scholarship recipients. We appreciate all you do for the students and the T.E.A.C.H. program!

- We hope you will tell prospective students about the T.E.A.C.H. program by making the T.E.A.C.H. program a visible scholarship option in your financial aid procedures. (Click [here](#) for marketing booklet).
- A Charge Approval gives the college permission to bill T.E.A.C.H. for approved courses.
- Let T.E.A.C.H. know if you have any questions about the Charge Approval or if the student's registration does not match the Charge Approval.
- Upon receipt of a Charge Approval, send a tuition bill for the approved students.
- Keep T.E.A.C.H. informed of changes in the college or university:
  - Contact person for ECE department
  - Billing office
  - ECE program or degree information
  - Changes in the [College Resource Directory](#), etc. We keep a college directory updated regularly on our website, with information about your college's early childhood program.
- T.E.A.C.H. will only pay for courses required in an approved degree program.
- T.E.A.C.H. can only pay the undergraduate public university rate for tuition. Please consider giving our students a tuition discount if possible. The difference can be covered by financial aid or the student must be billed.

### DIFFERENT FROM THE TEACH GRANT PROGRAM:

The [TEACH Grant Program](#) is offered through the College Cost Reduction and Access Act of 2007. Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program to provide grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students.

There may be students at your school who are on either or both, the T.E.A.C.H. Early Childhood® Iowa scholarship program and the TEACH Grant Program. Please understand these are two very different programs, with similar names.

## T.E.A.C.H. SCHOLARSHIP AND FAFSA

T.E.A.C.H. scholarship recipients are required to apply for financial aid, which can be done at <https://studentaid.gov/>. Students can send the results of FAFSA to T.E.A.C.H. If students receive a grant, it will be applied to their overall tuition first. T.E.A.C.H. discourages students from taking student loans. T.E.A.C.H. does not reimburse application or admission fees.

## STARTING WITH T.E.A.C.H.— FORMS AND PROCEDURES:

Recipients make a long-term commitment to their child care program. If approved for a scholarship, a three-way contract is signed by the recipient, the sponsoring program and T.E.A.C.H. Most contracts are effective for 12 months.

### REGISTRATION:

Recipients submit semester course registration to T.E.A.C.H. with the official number and name of the class(es), and the number of credits for each class they plan to take before the class(es) starts. The T.E.A.C.H. Counseling Specialist must approve the class(es) and will notify them about their course approval. If recipients register or pay for courses NOT authorized under their scholarship, they will not be reimbursed for tuition, books, or release time for these courses.

T.E.A.C.H. will pay for a limited number of credits during the 12-month contract. For most associate contracts, T.E.A.C.H. can pay for a maximum of 15 credits in a calendar year. For most bachelor contracts, T.E.A.C.H. can pay for a maximum of 18 credits per year. If recipients take more than the maximum number of credits, they will need to pay for them out of pocket.

### BILLING FOR TUITION:

After T.E.A.C.H. receives the signed contract and semester course information, we send a Charge Approval to your institution telling you T.E.A.C.H. will pay the tuition for the T.E.A.C.H. approved classes. (If recipients are on a bachelor scholarship, we will only pay the undergraduate public university rate per credit. The college should bill them privately for the difference.)

Please send us a bill for the approved courses, per the Charge Approval. Although we pay this bill for the approved coursework, recipients and sponsoring programs are still responsible for a percentage of the tuition, based on the contract. Sponsoring programs and recipients do not pay you at the college directly for tuition. Our database will compute the balance, and we will send

recipients a reimbursement check or bill during the second half or at the end of each semester. Any Pell or other grants should be deducted from the total tuition bill from the school before T.E.A.C.H. is billed. Pell and other grants may be applied to the students' courses they are responsible for first before billing T.E.A.C.H. for the class(es) T.E.A.C.H. is covering.

#### ADDING, DROPPING, OR WITHDRAWING FROM A CLASS:

Recipients are counseled to notify their T.E.A.C.H. Counseling Specialist if they plan to add, drop, or withdraw from a class at any time during the semester. If you know the recipient is no longer taking college coursework that is listed on the Charge Approval, please let us know. If classes are not dropped before the college drop date, tuition will still be charged to T.E.A.C.H., the recipient, and the sponsoring program. If possible, bill the student directly for withdrawn class if T.E.A.C.H. has not paid.

#### STUDENT TEACHING:

Please coordinate with students regarding your institutions expectations for student teaching, if applicable. Students may have questions about student teaching in their current program, we encourage them to seek guidance from your institution.

## CONTACT INFORMATION:

We encourage college and university faculty and staff to contact us with any questions about the scholarship or ways to make it work for your school. We especially want to hear from you:

- When you have any questions about a Charge Approval
- When there are changes regarding billing, faculty, ECE program offerings, etc.
- When you have students who are interested in the T.E.A.C.H. Scholarship program. Click [here](#) for marketing booklet

#### IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

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See our [website](#) for more information, applications, paperwork, and forms.