



— Iowa —

A Program of Iowa Association for the Education of Young Children

HANDBOOK FOR COLLEGES AND UNIVERSITIES

Iowa Association for the Education of Young Children

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www.iowaaeYC.org

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Iowa Association for the
Education of Young Children

An Affiliate of **naeYC**

Dear College Faculty/Staff/Administrator,

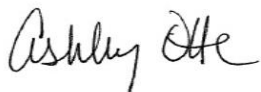
Thank you for working with students who are on a TEACH Scholarship! We created this handbook to give you the procedures and information you might want to understand our scholarship program and share information about TEACH as a form of financial aid for prospective students.

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 TEACH. 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:

TEACH (Teacher Education And Compensation Helps) Early Childhood® was created by Child Care Services Association now rebranded to Early Years 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 TEACH. 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 (NAEYC), 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, or call 515-331-8000.

FUNDING:

Funding for TEACH Early Childhood® Iowa comes in part from the Iowa Department of Health & Human Services through the Child Care Development fund; Early Childhood Iowa Professional Development funds; Maternal, Infant, and Early Childhood Home Visitation (MIECHV) funds; and the child care programs who sponsor a TEACH recipient.

ELIGIBILITY FOR TEACH

A STUDENT MUST:

- Be working in Iowa 30+ hours per week in a regulated program: a public preschool, Head Start, child care center, or registered family child care home. Part time models are available for those working at least 20 hours/week.
- Work with children ages birth through 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.
- 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.
 - *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.*

TEACH COUNSELOR'S ROLE:

TEACH Counselors provide professional development counseling to scholarship recipients. They process paperwork and communicate with colleges and universities. The TEACH Counselors are available to assist when you have questions regarding the scholarship, are willing to serve on 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 TEACH program!

- Keep TEACH 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.
- We hope you promote TEACH by making program information visible in your financial aid procedures. (Click [here](#) for marketing booklet).

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 to students who intend to teach in public or private elementary or secondary schools that serve students from low-income families. There may be students who are on either or both programs. These are separate programs, with similar names.

TEACH SCHOLARSHIP AND FAFSA

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

FORMS AND PROCEDURES:

REGISTRATION:

Scholars submit semester course registration to TEACH before class(es) start. The TEACH Counselor 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.

TEACH will pay for a limited number of credits during the scholar's 12-month contract. For most contracts, TEACH can pay for a maximum of 18 credits in a calendar year. If recipients take more classes than TEACH has approved, they will need to pay for them out of pocket. After TEACH receives semester course information, we send a Charge Approval to your institution telling you TEACH will pay the tuition for the TEACH approved classes.

BILLING FOR TUITION:

- The Charge Approval sent by TEACH gives the college permission to bill TEACH for approved courses.
- Let TEACH know if there are 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.
 - TEACH will only pay for courses required in an approved degree program.
 - TEACH can only pay the undergraduate public university rate for tuition. The difference can be covered by financial aid or billed directly to the student.
 - Any Pell or other grants should be deducted from the total tuition bill before TEACH is billed. Pell and other grants may be applied to the students' courses they are responsible for first before billing TEACH for the class(es) TEACH is covering.

ADDING, DROPPING, OR WITHDRAWING FROM A CLASS:

If you know the recipient is no longer taking college coursework as listed on the Charge Approval, please let us know. If classes are not dropped before the college drop date, tuition will be charged to TEACH, the recipient, and the sponsoring program. If possible, bill the student directly for withdrawn class if TEACH has not paid.

STUDENT TEACHING:

Please coordinate with students regarding your institution's 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 TEACH 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.