

[illegible]

FORM B INSTRUCTIONS

Recipient Information

- Fill in information including: name, address, city, state, zip, email address, college, program (name of center, preschool, etc.), and TEACH Counselor.
- Check the current term and list the current year.

Tuition and Fees

- List the course number, title, and number of credits for each course you are taking. We suggest you contact your TEACH 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 TEACH; this statement should indicate that the tuition has been paid.

Books

- If you did not purchase or rent books, check the box "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, **including tax**.
- Include **standard** shipping charges if applied.
- TEACH **will not** pay for home computers, computer software, or school supplies.
- Total the price for books, again including tax and standard shipping, 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 the breakdown of costs and your name written on it.**
 - TEACH **will not** reimburse for books without a book receipt.

It is **your** responsibility 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 TEACH at 515-331-8000.