TEACH Early Childhood® Iowa Program Staff Tuition/Book Reimbursement Claim Form

Recipient Information				
Recipient Name:		Employing	College: Program:	
Address:City, State, Zip:		(Center, Pres	(Center, Preschool, etc.)	
		TEACH C		
Email Address:				
Term Attended: SPRIN	NG SUMMER	FALL	OTHER	(Year)
(Mark One)			OTHER	(Teal)
Courses Taken This Seconse Course Number: Title:	emester			Credit Hours:
We can	not purchased, rented, or nnot issue a reimburse			/A below.
Total books amount: \$	Books paid by: (mark one)	Student Program	Pell or other grant (N	N/A No Book Purchased
Book Titles			Course Number	Price
				_
				_
				_
				_
				_
ipient Signature:		Da	te	
For Office Use Only:		Da	Funder:	
For Office Use Only: Tuition and Fees	ition paid	e submitted for	Funder: approval:	
For Office Use Only: Tuition and Fees	ition paid by: \$ Student	e submitted for	Funder: approval: \$ \$_	TEACH

Return with receipts to:

TEACH Early Childhood[®] Iowa

Iowa Association for the Education of Young Children

4400 Westown Pkwy, Suite 360, West Des Moines, IA 50266
Phone: 515-331-8000 • Fax: 515-331-8995

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.
 - o 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.