

# T.E.A.C.H. Scholarship Process Checklist

## 1. APPLY TO SCHOOL & SUBMIT ONLINE T.E.A.C.H. APPLICATION (<https://scendeavors.org/professional-development/t-e-a-c-h/>)

- Apply to technical college or 4-year college/university
- All required documents have been sent to T.E.A.C.H.

**Application requires documents:**

- Proof of Income - Paystub showing weekly hours and rate of pay OR letter from Director stating weekly hours and rate of pay.
- FAFSA (Proof you applied for financial aid- awards letter or confirmation statement (apply at [www.fafsa.gov](http://www.fafsa.gov)) **(ONLY REQUIRED FOR T.E.A.C.H. ASSOCIATES AND BACHOLARS SCHOLARSHIP)**
- Admission Letter from participating college/university **(ONLY REQUIRED FOR T.E.A.C.H. BACHOLARS SCHOLARSHIP)**
- Transcript evaluation indication the number of transfer credits the college/university is accepting. **(ONLY REQUIRED FOR T.E.A.C.H. BACHOLARS SCHOLARSHIP)**

\*\*\*\*T.E.A.C.H. counselor will contact you within 2 weeks of application submission by email. If you do not hear from your T.E.A.C.H. counselor, please contact T.E.A.C.H. to get the status of your application. **PLEASE DO NOT START YOUR CLASS/ES WITHOUT KNOWING THE STATUS OF YOUR APPLICATION. T.E.A.C.H. ONLY PAYS FOR COURSES OF APPROVED APPLICATIONS.**

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## 2. REGISTER FOR CLASS

- Register for class/es \*Student must register for class/es, T.E.A.C.H. cannot register classes for students.\* (For more information on how to register for classes please reach out to your school)
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## 3. AWARDS LETTER/EMAIL

- Check email for awards letter/email stating you have been accepted into the T.E.A.C.H. scholarship program. (You must respond to this email stating that you have read and understood the terms of the program.)
- Please read and respond to your award letter/email within the deadline

## 4. ACCEPTANCE PACKAGE (ACCEPTANCE PACKAGE WILL INCLUDE)

- Check email for T.E.A.C.H Contract and Personal Responsibilities Agreement
- Your T.E.A.C.H contract and Personal Responsibilities Agreement. (These documents must be signed by yourself and the owner/director of the childcare center.)
- Reimbursement form
- Release time form (if applicable)
- Please select a date and time for T.E.A.C.H Orientation (Both recipient and director must attend this orientation)
- Please ensure center director understands release time. Please let us know if you need more information on release time.

## 5. CLASS SCHEDULE

- Send class schedule to T.E.A.C.H. before your class starts. (Please ensure your schedule has your name and school printed on it)

The technical college or university will then be notified of your T.E.A.C.H. program acceptance. You are now ready to start your semester. At the end of each semester you must send T.E.A.C.H. a copy of your grades and your new semester class schedule to continue on T.E.A.C.H.