

TEACH Scholarship Process Checklist

1. APPLY TO SCHOOL & SUBMIT ONLINE TEACH 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 TEACH

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) **(ONLY REQUIRED FOR TEACH ASSOCIATES AND BACHELORS SCHOLARSHIP)**

Admission Letter from participating college/university **(ONLY REQUIRED FOR TEACH BACHELORS SCHOLARSHIP)**

Transcript evaluation indication the number of transfer credits the college/university is accepting. **(ONLY REQUIRED FOR TEACH BACHELORS SCHOLARSHIP)**

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

2. REGISTER FOR CLASS

Register for class/es *Student must register for class/es, TEACH cannot register classes for students.* (For more information on how to register for classes please reach out to your school)

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

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.
