

## Student FAQs

### **How can a child care provider apply for a TEACH Early Childhood® Scholarship?**

*Child care providers can apply on the TEACH page on the SC Endeavors website.*

### **How long will it take TEACH to review the application?**

*Upon receiving the application, TEACH Scholarship Counselors will review the application for completeness. If any additional information is needed, the Scholarship Counselor will contact the applicant or child care center. Complete applications will be processed within 7-14 days.*

### **Does TEACH require a sponsoring center to approve the application?**

*TEACH Early Childhood® Scholarship Program is a unique partnership between the student, center and TEACH. TEACH requires the support of all three participants for a scholarship to be awarded and maintained.*

### **Are students required to apply for financial aid?**

*All associate and bachelor degree recipients must apply for federal/state financial aid to be accepted into the program. Students can either apply at the financial aid office of their college/university or at [www.fafsa.gov](http://www.fafsa.gov). Please understand that the TEACH Early Childhood® Scholarship Program will pay after all other forms of financial aid and/or loans have been expended. This applies to all scholarship models (Credential, Associates, and Bachelors). If you have questions, please contact your TEACH Scholarship counselor as soon as possible.*

### **What is the student's financial responsibility?**

*Scholarship recipients are responsible for paying 2.5%-5% of books and tuition. If financial aid pays for all of the student's tuition and books, then the student will not need to pay the 2.5%-5%. Students only pay if TEACH is invoiced from the college/university.*

	TEACH Pays	Center Pays	Recipient Pays
Center Owner	95%	--	5%
Family/Group Provider	95%	--	5%
Center Teacher/Director	95%	2.5%	2.5%

### **How are the student's tuition and book costs paid?**

*Tuition and books can be charged to a student's TEACH account. After a student sends TEACH the required paperwork, we will notify the college/university that they can bill us for tuition. Students can then charge the required books (not optional books or supplies) needed for their class(es) to TEACH without having to pay out of pocket. Please understand that the TEACH Early Childhood® Scholarship Program will pay after all other forms of financial aid and/or loans have been expended. This applies to all scholarship models (Credential, Associates, and Bachelors). If you have questions, please contact your TEACH Scholarship counselor as soon as possible.*

**What is Release Time?**

*Associate and bachelor degree participants, who are teachers or family/group providers, are eligible to participate in release time. Release Time is paid time away from their classroom for students to go to class, study or work on school assignments. TEACH reimburses centers or family/group providers to hire a substitute or shuffle a floater, director or another teacher within the center to cover the teacher's absence while they are released from work.*

**What is a student committing to academically?**

*The student needs to enroll, complete and successfully pass his/her course(s).*

**Will a student receive any compensation when he/she participates in TEACH?**

*Participants, who are working in childcare, that complete either Early Childhood or School-Age Credential Scholarship will receive a \$400 Smart Money bonus, respectively from SC Endeavors. For more information about Credential bonuses go to the SC Endeavors website. Participants completing the 9-18 semester hours toward the Early Childhood Associate Degree or Bachelor Degree will receive a salary increase through a raise or bonus from their center as well as a \$300 or \$600 bonus from TEACH*

**How does a student know which option (bonus or salary raise) his/her center has chosen?**

*When an employee applies for a TEACH Early Childhood® Associate or Bachelor Degree Scholarship, the center will choose, on the application, an option agreeing to pay either a salary raise or bonus after the completion of every contract.*

**Does a student receive a bonus every time he/she completes a contract or after he/she has completed 9 credits?**

*An Associate or Bachelor Degree recipient is eligible to receive a bonus after the contract has been completed **and** (s)he has completed 9 credits with a grade of "C" or higher.*

**What happens if a student doesn't complete 9 credit hours during a contract?**

*If an Associate or Bachelor Degree student did not successfully pass nine credits during a contract year, he/she is not eligible for a bonus. If the contract is renewed, the recipient will have another opportunity during the next year to complete nine credits.*

**How long does a student commit to stay employed?**

*TEACH encourages all recipients to continue to be employed at their center. Students need to remain employed at their sponsoring center during the length of their contract. Credential recipients need to continue employment in the field of child care for an additional year past the end of the contract date while associate/bachelor degree recipients need to continue employment at your sponsoring center for a year past the end of your contract date.*

**When should I notify SC Endeavors of any changes in employment status?**

*Notify your TEACH counselor within 10 days of any changes of recipient's employment status.*

**What should I do if my classes change?**

*Communicate with your TEACH counselor about class enrollment at the beginning and end of the semester or if class schedule changes.*

**Am I required to send grades to TEACH?**

*Yes, you must submit a copy of your unofficial transcript to TEACH each semester once you complete your class(es).*

**Centers FAQs**

**How much does the center pay for tuition and books?**

*Centers are responsible for paying 2.5% of books and tuition. If financial aid pays for all of the student's tuition and books, then the center will not need to pay the 2.5%. Centers only pay if TEACH is invoiced from the college/university.*

	TEACH Pays	Center Pays	Recipient Pays
Center Owner	95%	--	5%
Family/Group Provider	95%	--	5%
Center Teacher/Director	95%	2.5%	2.5%

**How does the center pay for 2.5% of tuition?**

*The center will be billed for the 2.5% of tuition they owe for each of their employees. The center's reimbursement is processed at the same time of the recipient's reimbursement.*

**Is the center required to provide a bonus or raise?**

*Participants, who are working in childcare, that complete either an Early Childhood or School-Age Credential Scholarship will receive a \$400 Smart Money bonus, respectively from SC Endeavors. For more information about Credential bonuses go to the SC Endeavors website. Centers are responsible for providing the associate and bachelor degree scholarship recipients a raise or bonus as designated in the contract at the end of the contract. The recipient will also receive a \$300 or \$600 bonus from TEACH. The raise or bonus is above and beyond any regularly scheduled raise or bonus given.*

**Are my employees required to take day classes? What is Release Time?**

*Employees are not required to day classes during the day, even though taking day classes will help the recipient complete his/her academic goals more quickly. To help centers provide an opportunity for teachers to take day classes, TEACH offers Release time. Release Time is paid time away from their classroom for students to go to class, study or work on school assignments. TEACH reimburses centers or family/group providers to hire a substitute or shuffle a floater, director or another teacher within the center to cover the teacher's absence while they are released from work.*

**Does the center need to participate in Release Time?**

*Release time is a requirement for all eligible recipients. Centers agree to provide paid release time to the recipients (BA/BS & AA eligible participants). To be reimbursed, center directors are responsible for completing and returning the Release Time Reimbursement Claim Form C by the due date.*

**Can employees receive DSS Training hours for completing college courses?**

*Students who successfully complete early childhood and certain general education courses may be eligible to receive DSS Child Care Training Credit for college courses. To find more information please visit the SC Endeavors website.*

**How long does the student need to stay employed?**

*TEACH encourages all recipients to continue to be employed at their center. Students need to remain employed at your sponsoring center during your contract dates. Credential Recipients need to continue employment in the field of child care for an additional year past the end of the contract date while associate/bachelor degree recipients need to continue employment at your sponsoring center for a year past the end of your contract date. This is called a commitment year.*

**How much paperwork is the center required to provide?**

*Centers are required to sign applications and contracts. In addition, the center is responsible for completing and returning the form to be reimbursed for release time. Also, centers are required to notify, by phone or in writing, SC Endeavors within 10 days of any changes of recipient's employment status.*

## **Bonuses and Salary Raises FAQs**

**Do I receive a bonus every time I complete a contract or after I have completed 9 credits?**

*A recipient is eligible to receive a bonus after the contract has been completed **and** (s)he has completed 9 credits with a grade of "C" or higher. Refer to the top of the contract to find when the contract year will be completed.*

**Why haven't I received my bonus from TEACH?**

*TEACH may be missing valid grades or waiting for your contract to be completed. If you are missing a bonus that you believe is owed to you, please contact your TEACH counselor.*

**What happens if I don't complete 9 credit hours during a contract?**

*If a student did not earn a grade of "C" or higher in nine credit hours during a contract year, he/she is not eligible for a bonus. If the contract is renewed, the recipient will have another opportunity during the next contract year to complete nine credit hours.*

**What if I don't want to take classes for a semester, can I still receive a bonus?**

*Students are not required to attend class every semester, so long as during their contract year they are able to complete at least nine credits. If a student completes nine credits during his/her contract year, then (s)he will be eligible for a bonus. Your counselor may place you inactive or withdrawn if you have not taken any classes after two semesters.*

**How do I know which option (bonus or salary raise) my center has chosen for me?**

*Please refer to letter "E" under the center's section on the contract.*

**How will my center know that I have completed my contract and that it is time to start giving me my bonus or salary raise?**

*After TEACH has determined that you are eligible for a contract bonus, a letter will be sent notifying both you and your center of your accomplishments.*

**What happens if I have not received the bonus or raise from my center?**

*Please ask your director if (s)he has received the letter notification from TEACH. If you need further assistance, please call your scholarship counselor.*

## **Reimbursement FAQs**

**Does TEACH pay for my gas?**

*Every semester a student attends class(es) she/he will receive a travel stipend for \$200, regardless of mileage that was driven. Gas receipts are not required for the reimbursement.*

**When can a TEACH Scholarship Counselor start processing reimbursements?**

*A TEACH Counselor can start processing reimbursements as soon as the bill from the college/university is received to ensure accuracy of the cost of tuition.*

**How long will it take for me to receive my check or invoice?**

*After the reimbursement has been processed, it will typically take six to eight weeks to receive the check. Invoices are printed every 30 days.*

**Why does the reimbursement process take so long?**

*To ensure accuracy during our reimbursement process, several authorizations are included to ensure TEACH is being a good steward of our grant money. After we process the reimbursement, it undergoes many rigorous in-house approvals. Then, it is sent to our accounting firm who prints the checks. The checks are then brought back to our office and prepared for a speedy delivery to our recipients.*

**Why haven't I received my reimbursement yet?**

*One or more of the following reasons could delay your reimbursement: TEACH has not received a Reimbursement Claim Form B, tuition statement, book receipt, or your counselor is waiting for the college/university bill.*

## **Release Time FAQs**

**What is Release Time?**

*Release Time is an integral and necessary part of the success of the TEACH Bachelor and Associate Degree program. Release Time is paid time away from their classroom for students to go to class, study or work on school assignments. TEACH reimburses centers or family/group providers to hire a substitute or shuffle a floater, director or another teacher within the center to cover the teacher's absence while they are released from work.*

**Who is eligible for Release Time?**

*Child Care Center teachers or Family/Group providers participating in the TEACH Associate or Bachelor Degree Scholarship are eligible for Release Time.*

**How does Release Time work?**

*TEACH reimburses centers or family/group providers to hire a substitute or shuffle a floater, director or another teacher within the center to cover the teacher's absence while they are released from work.*

**How much Release Time does a student receive?**

*The amount of release time that can be claimed every week is equal to the number of credit hours the employee is taking. Example: ECD 107 is 3 credits which equates to 3 hours per week of release time that may be claimed.*

**What is the maximum number of hours that can be claimed?**

*The maximum number of hours that may be reimbursed to the center is six hours per week.*

**How much will the center or family/group provider be reimbursed?**

*TEACH will reimburse the center or family/group provider at a rate of \$15.00/hour for valid and verified release time hours. When students are released they are paid their regular rate of pay.*

**Does the center need to participate in Release Time?**

*Release time is a requirement for all eligible recipients. Centers agree to provide paid release time to the recipients (BA/BS & AA eligible participants). To be reimbursed, center directors are responsible for completing and returning the Release Time Reimbursement Claim Form C by the due date.*

## **Tuition and Books FAQs**

**Do I need to pay for tuition up front?**

*Students do not need to pay for their tuition up front if all of their paperwork has been submitted to TEACH*

**Do I ever pay for my classes myself?**

*Students should not have to pay for tuition upfront, if they have submitted their application and sent/faxed all necessary paperwork well ahead of the purge date. Students may need to pay for tuition if they have not given TEACH staff sufficient time to process their application or paperwork so that a charge approval can be faxed to the college/university or if the student is wanting to take more classes than what TEACH is approving.*

**Do I pay the college/university the 2.5% or 5% that I owe for tuition?**

*Recipients always pay SC Endeavors directly for the 2.5% or 5% that they owe. Students will be accessed the portion they owe when the reimbursement is processed and if there is money owed the recipient will be sent an invoice via mail directly from SC Endeavors.*

**When does the student pay for 2.5% or 5% of the tuition?**

*Recipients will have the 2.5% or 5% of tuition that they owe deducted from the \$200 travel stipend that is allotted to them every semester. If the amount of the travel is greater than the 2.5% or 5% of tuition, then a check will be mailed. If the travel stipend is not enough to cover the tuition costs, then an invoice will be mailed.*

**How does the center pay for their percentage of tuition?**

*The center will be billed for the 2.5% or 12.5% (depending on which scholarship model chosen) of tuition they owe for each of their employees. The center's reimbursement is processed at the same time of the recipient's reimbursement.*

**Does TEACH pay for out-of-county or late fees?**

*Out-of-county fees, out-of-state fees and late fees are the responsibility of the student. These fees will need to be paid before a student is able to receive her/his grades or register for the following semester.*

**Am I required to apply for financial aid?**

*All associate and bachelor's degree recipients must apply for federal/state financial aid (FAFSA) to be accepted into the program. Students can either apply at the financial aid office of their college/university or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please understand that the TEACH Early Childhood® Scholarship Program will pay after all other forms of financial aid and/or loans have been expended. This applies to all scholarship models (Credential, Associates, and Bachelors). If you have questions, please contact your TEACH Scholarship counselor as soon as possible.*

**How do I renew my financial aid?**

*A student can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (This is a free application for federal student aid. Be aware of websites that want to charge applicants for filing your application.) Also, students can apply at the financial aid office at his/her local college/university.*

**How often do I apply for financial aid?**

*Students must apply every year for financial aid. Students should apply right after filing their federal taxes. Applying early helps ensure that federal aid funds will be available and may qualify individuals for additional grants. Without confirmation that students have renewed their financial aid, TEACH is unable to approve upcoming classes.*

**What happens if I don't qualify for financial aid?**

*If a student is not eligible for financial aid or financial aid does not pay for all of the tuition, TEACH will pay for the student's tuition for TEACH approved courses. TEACH does not require students to attend school full-time.*

**I received a refund check from financial aid. What should I do?**

*In some instances, a student has been awarded more financial aid money than the cost of her/his tuition. In this case, a refund check is sent to her/him. Please call or email your TEACH Scholarship Counselor to ensure that the check is correct.*

**Do I need to pay for books up front?**

Students or centers can either pay for their books upfront and be reimbursed later or charge books to their TEACH account. **Not all of our partnered colleges allow students to charge books to a TEACH account. In that case students will have to pay for books upfront and then be reimbursed by TEACH by submitting a Form B and a copy of the book receipt.** If you have questions about your college allowing this, please contact your TEACH counselor.

**Where can I buy my books?**

TEACH can reimburse books bought or rented from your college/university bookstore or from an online bookstore that shows book title, how much the book costs and the total amount that was paid for the book not including tax. TEACH is unable to reimburse books bought from the following: financial aid, friend, or coworker, etc.

**How do I get reimbursed for books or tuition that I paid for?**

To help TEACH process your book reimbursement faster, send TEACH a tuition/book receipt, along with the Reimbursement Claim Form B, as soon as the semester starts or promptly after any books have been purchased. Reimbursement Claim Form Bs will be processed and a reimbursement issued once TEACH has received the semester invoice from your college.

**Are there certain fees that TEACH is unable to reimburse?**

TEACH is unable to reimburse for taxi, bus, ride sharing, or parking fees. TEACH is also unable to pay for certain college fees. These fees include, but are not limited to: out-of-county/state tuition, application fees, late fees, background checks, finger printing, parking decals, uniforms, etc.

**If you have any questions that have not been answered here please contact your TEACH Early Childhood® Scholarship counselor by calling 864-250-8581 and choose option #2.**