

# FORM B

*Tuition and Book Reimbursement Form*

## INSTRUCTIONS

Form B's are to be completed and turned in at the beginning of every semester in which the T.E.A.C.H. recipient is enrolled in class.

**The MAXIMUM amount of credits allotted for T.E.A.C.H. scholarships is 15 per year**  
(unless prior authorization is given).

**Form B's must be filled out completely and accurately in order to receive reimbursement. A copy of book receipts and a copy of the student's registration must also be attached. It is the recipient's responsibility to ensure that both of these items are attached and that the Form is complete and accurate.**

### **School and Contract Information:**

- Please refer to a copy of your contract when filling out this portion of Form B.
- This is a great time to review your contract and update any information (addresses, name changes, etc.).
- Make sure your Academic Year has not expired. If it has contact T.E.A.C.H. immediately. A new contract will have to be issued before any reimbursements/payments can be made.
- Review the amount of contracted credits. This amount can be found under the recipient's portion of the contract. The number of credits allotted is per academic year, not semester. The total number of credits a recipient enrolls in over 3 semesters may not exceed the number of credits on the contract. If the recipient exceeds the contracted number of credits they are responsible for payment of excess tuition and fees (unless prior authorization was given by the T.E.A.C.H. Early Childhood ® Nevada Director).

### **Tuition and Fees**

- You must already be approved for a scholarship and have a current signed contract on file with T.E.A.C.H. Early Childhood ® Nevada before T.E.A.C.H. will issue charge approvals for tuition.
- Indicate who paid the institution for the tuition and fees.
- Fill in the total tuition and fees that T.E.A.C.H. is responsible for. If this is left blank reimbursement cannot be made. If tuition was prepaid by T.E.A.C.H. this still needs to be filled in by the recipient.

### **Books**

- If you did not purchase books write "no books purchased".
- If you did purchase books, list the full book title and the price for each book, without tax. Attach a book receipt, T.E.A.C.H. will not reimburse for books without a receipt.
- Total the price for books, again without tax, and list this amount.
- Indicate who paid for the books.

**Travel Stipend** – is issued with your tuition/book reimbursement each semester. So, keep in mind that if you charge your tuition to T.E.A.C.H., and do not buy any books, you still need to send in your completed Form B with the registration receipt attached in order to receive your travel stipend.

Thank You for Supporting Our Early Childhood Community.

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