



SCHOLARSHIP APPLICATION PROCESS
(for applicants not funded by Quality First)

- The application is received in the T.E.A.C.H. Office and verified for eligibility before processing the application.
- Incomplete applications are placed on hold and the applicant is contacted to provide clarification or missing information. Items that typically put an application on hold include:
 - No verification of income (e.g. no pay stub)
 - Reporting an insufficient number of hours worked per week
 - Position title/job responsibilities are unclear
 - No identification of college choice
 - Incomplete Sponsor Agreement
- Complete and eligible applications are processed and acceptance packages are mailed to the scholarship recipient(s).
- Once the acceptance package is received by the scholarship recipient, s/he and their employing sponsor must sign the contract (Form A), complete the Course Pre-Authorization Form, and return these documents to the T.E.A.C.H. Office *prior to registering for courses*.
- Once the signed contract and completed Course Pre-Authorization Form are received in the T.E.A.C.H. Office, the Course Pre-Authorization Form is processed and a Charge Approval is issued to the selected college.
- The Charge Approval is the guarantee from the T.E.A.C.H. Office to the selected college to pay for those courses and books the scholarship recipient has been pre-authorized to take.
 - The Charge Approval is sent to the scholarship recipient, college finance or cashier's office, the bookstore, and the Early Childhood Department.
 - Once the scholarship recipient receives their Charge Approval, they may register for the pre-authorized courses and purchase the required textbooks for those pre-authorized courses.

- T.E.A.C.H. will not guarantee payment for any courses or textbooks that have not been pre-authorized by the T.E.A.C.H. Office.
- For those scholarship recipients currently receiving federal financial assistance for college, T.E.A.C.H. will continue to support the scholarship recipient through payment of travel stipends, paid release time, bonuses, and amounts of tuition and books not covered through federal financial assistance.