TEACH Recipient Personal Responsibilities Agreement (PRA)

This is an agreement between TEACH Early Childhood® Utah and _____
(scholarship recipient name).
Please read carefully and then sign this agreement. This PRA must be signed and on file with TEACH before any reimbursements or charge approvals take place.

Congratulations on applying for a TEACH Early Childhood® Scholarship! You should be very proud of yourself for deciding to invest in your own future and increase your education. The TEACH scholarship represents an amazing opportunity – a debt free college education! This benefit to you comes with various responsibilities.

As a TEACH Early Childhood® Scholarship Recipient, I will:

- attend class, study, work hard and be a responsible student. This is a great opportunity that should be taken seriously.

- regularly communicate with my scholarship counselor. My counselor is available to help guide me through the process of attending college as well as balancing my college, work and family responsibilities. She is just a phone call or email away and can answer many questions.

- submit reimbursement forms in a timely manner. Preauthorization forms must be submitted in time for scholarship counselors to forward to the appropriate school. Form B's must be submitted for reimbursement of tuition, books and travel claims. If my model includes paid release time, I will sign the Form C's, be sure my director (if applicable) signs the Form C and help get it submitted for reimbursement for release time.

- contact my scholarship counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course/college requirements or scholarship contract.

- submit my grades within 2 weeks of the close of the semester. Keeping my scholarship record up-to-date is critical to ensuring that I can continue my education without unnecessary delays.

- pay my bills from TEACH and/or my college in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations.

_____   _____
Signature of Applicant   Date Signed