



TEACH CHECKLIST

Due!

<input type="checkbox"/> **Pre-Authorization Form	By first day of the semester!
<input type="checkbox"/> **Reimbursements- Form B	By Last Day of Semester
<input type="checkbox"/> **Receipts for Reimbursement	By Last Day of Semester
<input type="checkbox"/> **Paid Release Time- Form C	Two weeks after Semester
<input type="checkbox"/> **Midterm Grades- SCREENSHOT	two weeks after midterm
<input type="checkbox"/> **Final grades- UNOFFICIAL TRANSCRIPT	Two weeks after Semester
<input type="checkbox"/> NEW CONTRACT?	Two weeks after Receiving
<input type="checkbox"/> info update Form?	End of Each Contract
<input type="checkbox"/> Yearly updated Paystub	End of Each Contract





****PLEASE MAKE SURE THESE ARE TURNED IN BY TWO WEEKS AFTER THE SEMESTER END FOR MOST TIMELY REIMBURSEMENTS!**

If you have any questions, please reach out
to teach@uaeyc.org





TEACH RECIPIENT CHEAT SHEET

- ☐ TEACH will cover ONLY 12 credits per *year*
- ☐ TEACH will only cover Early Childhood Degrees
- ☐ The materials stipend can be up to \$250 if you purchase books and submit receipts with Form B!
- ☐ Your Travel Stipend is \$75  This is billed against your 5% tuition responsibility
- ☐ Grades must be a "C" or above!
- ☐ To Qualify for the \$300 End of Contract Bonus:
 -  Take at least 9 credit hours?
 -  Pass all classes with a "c" or above?
 -  Return all paperwork to TEACH?
- ☐ You are committed to your employer your entire time with TEACH +1 year after you graduate!

** This list is not exhaustive and your particular contract may differ from this list. If you have any questions about your scholarship, please reach out to teach@uaeYC.org



UTAH

A Program of Utah Association for the Education of Young Children