

# Form B Instructions-Books/Tuition/Fees Reimbursement Claims

## Tuition/Fees/Credential Assessment Fees

- Fill out your name, address, counselor name, center name, and the semester/year for which you are claiming reimbursement.
- List Tuition and Fees amount. Fees include activity, facilitator's, library, computer, administrative, segregated, and student insurance (if the college mandates it). T.E.A.C.H. Early Childhood® Wisconsin **will not cover parking or graduation fees.**
- **Do not complete tuition/fees amount if paid by T.E.A.C.H. through direct billing authorization.** Note that T.E.A.C.H. will not pay the college/university for your tuition unless you call us first and request a Direct Billing Authorization.
- Indicate who paid the college for your classes/who paid the credential assessment fees: you (recipient) or your center.
- List the titles of your courses and the number of credit hours for each.
- You should **contact your T.E.A.C.H. scholarship counselor before you register** to be sure the courses you'd like to register for are authorized. *If you register and pay for courses NOT authorized under your scholarship, you will not be reimbursed for tuition or books for these courses.*
- Attach your **original receipts** to Form B. We must have your original tuition/assessment fee receipts in order to reimburse you. Please keep a copy of receipts for your records.

## Charging tuition to T.E.A.C.H. Early Childhood® Wisconsin

- Before a Direct Billing Authorization will be issued by T.E.A.C.H., you must already be approved for a scholarship and have a signed contract on file.
- You must call each semester before registration to be sure the courses you'd like to register for are authorized by your counselor. Please call at least one month in advance.
- Give your counselor the course title(s) and number(s), and the number of credits for each course you wish to take.
- After approving the course(s), we will notify the college/university and give permission for your tuition to be charge to T.E.A.C.H.

## Books

- If you did not purchase books, check "N/A".
- If you did purchase books and have the original receipt, list the full book titles of the books you bought and the price for each, **WITHOUT tax and shipping/handling fees.**
- Total the cost of all books purchased, again without tax and shipping/handling fees, and list this amount.
- Indicate who paid for the books, the student or the center. Note that T.E.A.C.H. does not allow books to be charged to our account.
- Attach your **original book receipts** to Form B. T.E.A.C.H. will not reimburse for books without an original book receipt. Keep a copy for your records.