

T.E.A.C.H. Recipient Personal Responsibilities Agreement

This is an agreement between T.E.A.C.H. Early Childhood® VERMONT and the scholarship recipient _____ . Please read carefully and then sign this agreement. Both your official Contract (Form A) AND this Agreement must be signed and on file before any reimbursements or charge approvals will take place.

Congratulations on being awarded a T.E.A.C.H. Early Childhood® Scholarship! You should be very proud of yourself for investing in your own future and increasing your education. This scholarship represents an amazing opportunity – a debt free college education! This benefit to you comes with various responsibilities.

As a T.E.A.C.H. 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. He/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 requirements or scholarship contract. It is further understood in the event I voluntarily leave the employment of my current sponsoring employer during the eligible year of my T.E.A.C.H. Early Childhood contract:
 - I will be required to wait one year before applying to T.E.A.C.H. again for a scholarship
 - I will be required to reimburse T.E.A.C.H. for all funds expended by T.E.A.C.H. on my behalf (*Tuition, travel, books*).
- submit my grades within 30 days 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 T.E.A.C.H. and/or my college in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations.

Recipient Signature

Date Signed