

CONGRATULATIONS!

YOUR TEACH SCHOLARSHIP HAS BEEN APPROVED



YOUR TEACH SCHOLARSHIP SUCCESS GUIDE

Complete it right. Submit it on time.
Your scholarship depends on complete, timely documents.



FIRST: ACTIVATE YOUR SCHOLARSHIP

TEACH must receive and review all three items before your scholarship can be activated.

1 SIGNED CONTRACT (FORM A)

The recipient must sign the contract. If applicable, the employer must also sign.

2 PERMISSION TO RELEASE INFORMATION

Complete the form and select one of the release options.

3 ACH + BANK VERIFICATION

Complete every field. Include your full address with city, state and ZIP code. Attach a voided check, bank direct-deposit form or official bank letter.

SUBMIT YOUR DOCUMENTS

EMAIL DOCUMENTS ONLY TO teachnc@earlyyearsnc.org

This allows TEACH to log every document before forwarding it to your scholarship specialist for review.

FAX
919-967-7040

MAIL
TEACH Early Childhood NC
PO Box 231
Chapel Hill, NC 27514

Documents emailed anywhere else will not be accepted, reviewed or processed.

WHAT HAPPENS NEXT?

After activation, additional forms are required each semester before registration. Review your award letter and use page 2 to stay on track.

STAY SUCCESSFUL EACH SCHOLARSHIP SEMESTER

THE 30 DAY DEADLINE

Submit no later than 30 days after the semester ends:

Grades, reimbursement requests and required semester paperwork.

1 COMPLETE EVERY FORM

- ✓ Complete every required field; do not leave blanks.
- ✓ Use full street addresses, including city, state and ZIP code.
- ✓ Check required boxes, then sign and date each form.

2 KNOW YOUR CONTRACT DATES

- ✓ Note the beginning and ending scholarship terms.
- ✓ Contracts do not renew automatically. Request renewal before your next term.
- ✓ Do not wait for a reminder.

3 RENEWAL ELIGIBILITY

- ✓ Confirm employer, position/title, age group taught (if applicable), and average weekly hours.
- ✓ Submit a pay stub dated within 30 days showing hours and wages, or an employer letter if either is missing.

4 SUBMIT GRADES

- ✓ Submit grades every scholarship semester.
- ✓ The document or screenshot must show your full name, college, program, term, course titles, final grades and GPA.

EMPLOYMENT VERIFICATION LETTER MUST INCLUDE

Official letterhead | recipient full name | position/title | hourly rate or salary | average hours/week | preparer's name and title | signature | date prepared

Missing or incomplete documents could result in a pause in your scholarship.

HELPFUL RESOURCES

RECIPIENT HANDBOOK



A practical overview of the program with key information for recipients and employers.

Scan or click to open.

TEACH TALK LIVE



Live sessions with a scholarship specialist to answer questions about participation.

Scan or click to open.

QUESTIONS OR DOCUMENTS

Email: teachnc@earlyyearsnc.org | Phone: 919-967-3272 | Fax: 919-967-7040