



...ensuring affordable, accessible, high quality child care for all young children and families.



Glossary of Terms:

Outreach: When the T.E.A.C.H. Early Childhood® Project staff visits a facility/organization to present information about scholarships offered through T.E.A.C.H.

Application: Used to apply for a scholarship.

Acceptance Packet: Forwarded to the recipient after being awarded a scholarship. Packet includes: contracts, award letter, form b, preauthorization request form, authorization to release academic information, and Internet permission form (IPF).

Contract: Form signed by the recipient and the sponsoring employer agreeing to the terms of the chosen scholarship model. One signed copy is returned to T.E.A.C.H. The other 2 copies are for the recipient and for the employer.

Charge authorization: Formal agreement between T.E.A.C.H and participating schools allowing them to invoice T.E.A.C.H for upfront payment of tuition and fees, and books.

Form B: Used to report tuition and/or book payment information and submitted with tuition receipts and/or book receipts.

Tuition Receipt: Itemized billing of tuition cost.

Book receipt: An itemized receipt that shows purchase or rental price.

Release time: Paid time away from the facility during the recipient's regularly scheduled work hours.

Form C: Used to record paid release time.

Compensation: Awarding a raise or bonus upon contract completion.

Commitment: The recipient agrees to remain at the sponsoring facility a specified amount of time based on scholarship model and option.

Turnover: The result of a scholarship recipient leaving his or her place of employment. Changes must be reported to T.E.A.C.H.

Multiple sponsorship plan: A form sponsors are asked to complete to sponsor more than two staff on a scholarship at the same time.

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