Glossary of Terms:

**Outreach:** When the T.E.A.C.H. Early Childhood® North Carolina 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.