

# FORM B INSTRUCTIONS (09.09)

T.E.A.C.H. Early Childhood® OHIO  
Administered by OCCRRA (Ohio Child Care Resource and Referral Association)

Complete **FORM B** and send it to OCCRRA each term. You must complete and return **FORM B** even if you are not requesting Book or Tuition reimbursement, as it allows you to be reimbursed for Travel (or Internet expenses).

## General Information:

- You must already be approved for a scholarship and have a signed contract on file with OCCRRA before tuition payment or reimbursement can be authorized.
- Contact your T.E.A.C.H. counselor prior to registration to be sure the courses you plan to register for are authorized under your scholarship. *If you register for courses NOT authorized under your scholarship, the tuition will not be covered and you will not be reimbursed for tuition or books for these courses.*
- Tuition, general fees, and lab fees are covered by the scholarship. Parking, enrollment, matriculation/graduation fees are the scholar's responsibility.
- Travel / Internet stipends will be issued after **FORM B** is processed.

**Note:** OCCRRA manages scholarship accounts so that if at all possible, scholars and their sponsors will not have to make payments to OCCRRA. **This means:**

- We process **FORM Bs** after we receive the final tuition invoice from the college. This is usually about the middle of the term. We will process them sooner if tuition receipts are returned to us with the **Form B**.
- The T.E.A.C.H. portion of the tuition will be computed after all financial aid has been applied. This decreases the scholar and center sponsor's portion of tuition for those scholars who receive financial aid.
- Your portion of the tuition payment will be subtracted from your travel/internet and book reimbursement payment and you will be sent a check for the balance or an invoice if you should owe money to OCCRRA.

## Instructions for Completing FORM B:

### Section I. Scholar Information / Travel Reimbursement

- If your **FORM B** already has this information completed, please indicate any corrections. If the form is blank, please fill in all of your information.
- Circle the term and write in the year you are attending college.

### Section II. Book Reimbursement Request

- If you did not purchase books, circle "N/A (No Book Purchased)" and go to Section III.
- If you purchased books, list the titles of the books and the price for each, **without tax**.
- Total the price for books, again without tax, and list the amount.
- Attach a clear copy of your book receipts to the back of **FORM B**. You cannot be reimbursed without both a completed **FORM B** and the attached receipt(s).
- You will be reimbursed for 80% of your actual book costs.

### Section III. Tuition and Fee Reimbursement

- If OCCRRA, or PELL, or other paid for your tuition, circle "N/A" and return the form to OCCRRA.
- If for some reason you paid tuition up front (for example: late application, did not contact OCCRRA office for a Charge Approval) use this section to claim reimbursement.
- List the titles of your courses, number of credit hours, and tuition/fee amount for each course. Attach registration (tuition) receipt to the back of the **FORM B**.
- After any financial aid has been applied, you will be reimbursed for 80% of the tuition for approved courses.

If you have any questions about completing this form or would like more copies, please give your scholarship counselor a call at 877-547-6978 (toll free) or 614-396-5959. Additional copies of the form can also be obtained from OCCRRA's website at: [www.ocrra.org](http://www.ocrra.org) (select "For Providers" and "T.E.A.C.H." to find the form).