

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

This is an agreement between T.E.A.C.H. Early Childhood® Michigan and the scholarship recipient <<RECIPIENT\_NAME>>. 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.

**As a T.E.A.C.H. Early Childhood® Scholarship Recipient, I will:**

- read my ENTIRE contract thoroughly and return to your counselor within TWO WEEKS.**
- make an appointment and meet with my college advisor to come up with a course plan for my major. My counselor can help me get in touch with my advisor.**
- submit documentation from my college advisor of my major/program and course plan PRIOR to registering for class.**
- notify my counselor THE SAME DAY I register for your class so that a charge approval to pay for my class can be sent. If I do not notify my counselor prior to the start date of the course, I will be required to pay for the semester and be reimbursed.**
- submit my REIMBURSEMENT FORM, REGISTRATION STATEMENT (schedule and tuition), and BOOK RECEIPTS (Stipend recipients will not submit book receipts)during the first week of courses each semester.**
- submit my grade reports to my counselor WITHIN 30 days of receiving them.**
- contact my counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course/college requirements or scholarship contract.**
- notify my counselor immediately if I withdraw from a course. T.E.A.C.H. will only pay for each required course one time. If I fail a course or withdraw after the 100% refund date, T.E.A.C.H. will not pay for that course again.**
- 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. (Stipend recipients will not receive a bill).**
- call or e-mail my counselor frequently whenever I have questions. We can help!**

\_\_\_\_\_  
Signature <<RECIPIENT\_NAME>>

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Date signed