

## **FORM B INSTRUCTIONS**

Dear Scholarship Recipient:

Enclosed are the Form Bs you will need to complete each semester in order to receive reimbursement for your books. Form Bs need to be completed and turned in each semester that you are enrolled in class.

### **Books**

- If you did not purchase books, circle "N/A - No book purchased".
- If you did purchase books and have a copy of the receipt, list the full book titles of the books you bought and the price for each, without tax. T.E.A.C.H. will not reimburse for books without a book receipt.
- Total the price for books, again without tax, and list the amount.
- Indicate who paid for the books, the student or the center. Please note that T.E.A.C.H. D.C. Early Childhood® Scholarship Program does not allow books to be charged to our account.
- Attach a copy of your book receipts to the back of Form B. T.E.A.C.H. will not reimburse for books without a book receipt.

Travel Stipend is issued in your reimbursement each Fall and Spring semester. We will have to wait until the community college/university invoices us before we can issue your travel stipend.

It is your responsibility to see that the Form B is completed each semester. The earlier in the semester you send in your receipts, the sooner you will receive your reimbursement check. If you have any questions about completing these forms, please give your scholarship counselor a call 202-351-9955.

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