

FORM C
Release Time Claim Reimbursement
Form

Dear Director:

Form Cs are to be completed and turned in either each month or each semester, whichever is more convenient for you and your program.

Weekly, the scholarship recipient should receive 1-3 hours of paid release time each week, regardless of how many credit hours he/she is taking. The maximum number of release time hours that can be claimed is 48 hours per semester/term.

T.E.A.C.H. D.C. Early Childhood® Scholarship Program will reimburse the center for 48 hours of the claimed release time, at the rate of \$8.00 per hour.

Release time may be taken by the recipient to attend class, study, or to attend to personal needs. How you and your scholarship recipient schedule release time is up to the two of you, but we do expect the release time to be taken each semester.

Either you or the recipient may be responsible for completing the forms, again whatever works best for your program, but the form **MUST** be signed by both you and the recipient.

If you have any questions about completing these forms, please give your scholarship counselor a call at 202-351-9955.