

# Pre - Authorization Request Instructions

Pre-Authorization Request Forms are to be completed and turned in two weeks prior to registration for each semester of enrollment. Failure to do so may result in forfeit of money for reimbursement claims.

All classes must be approved by a T.E.A.C.H. Counselor prior to the start of the semester. Be sure to complete a Pre-Authorization Request Form for each scholarship recipient including semester; name; SSN; center info; method of payment; course prefix, number, title, credit hours; and college name.

If the course(s) listed on the Pre-Authorization Request Form is not approved, a counselor will contact the recipient or the director with the reason for not approving the course(s). Additional information may be needed before course(s) can be approved.

If you or the scholarship recipient is not contacted, you can assume the course(s) are approved.

## Charging tuition to the T.E.A.C.H. Early Childhood® Project

- The recipient must already be approved for a scholarship and have a signed contract on file with T.E.A.C.H. before a charge approval will be issued.
- The Pre-Authorization Request Form should be completed and T.E.A.C.H. indicated as the Intended Method of Payment for a charge approval to be issued.
- Contact the college/university to verify that a charge approval has been received and applied to the recipient's account.

## Using Other Forms of Financial Aid/Grants (PELL)

- The Pre-Authorization Request Form should be completed and Other Financial Aid/Grants (PELL) must be indicated as the Intended Method of Payment.
- Receipts must be turned in to T.E.A.C.H. to verify payment was made by another form of financial aid.
- T.E.A.C.H. cannot reimburse for costs covered by other forms of financial aid.

If you need additional Pre-Authorization Forms for your scholarship recipient(s), please feel free to make copies as needed.

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