



## Course Authorization Request (Form D)

Semester:     Spring     Summer     Fall    Year \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

College \_\_\_\_\_ Student I.D. # \_\_\_\_\_

T.E.A.C.H. Counselor \_\_\_\_\_

**Charging tuition to T.E.A.C.H. Early Childhood® ARKANSAS:**

1. Scholar must be approved and have an active contract on file with T.E.A.C.H. Early Childhood® ARKANSAS before T.E.A.C.H. will issue charge approvals for tuition and fees.
2. Scholars wishing to take more than 7 credit hours must first visit with their T.E.A.C.H. Counselor and receive approval from their sponsoring employer on this form.
3. After meeting with your college advisor to plan courses, complete this form and email to [teach@arkansasearlychildhood.org](mailto:teach@arkansasearlychildhood.org) along with an official copy of your schedule.
4. The T.E.A.C.H. Counselor will review and inform you if your schedule is approved.
5. After approval, we will send a charge approval to the college which allows them to bill T.E.A.C.H. for your tuition and approved fees.
6. Recipients must complete a minimum of 9 semester hours each year with minimum grades for degree credit.
7. Scholar must be current on scholarship co-pays and sending in grades before charge approvals will be issued.

**The courses I plan to take this semester are:**

| Course Prefix and Number<br>(e.g. MATH 0343) | Course Title | Credit Hours |
|--|--------------|--------------|
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Each semester, this form must be completed and returned to the T.E.A.C.H. Early Childhood® ARKANSAS office along with an official copy of the student schedule. Documents may be scanned/emailed to [teach@arkansasearlychildhood.org](mailto:teach@arkansasearlychildhood.org) or mailed to AECA, Attn: T.E.A.C.H. Early Childhood ARKANSAS, P.O. Box 4291, Fayetteville, AR 72702.

**Employer Approval** (required for more than 7 semester hours): \_\_\_\_\_

**For Counselor Use Only:**

|                            |       |
|----------------------------|-------|
| Reviewed                   | Date: |
| Approval                   | Date: |
| Denial (log reason in ROC) | Date: |
| Courses Entered in T5      | Date: |
| Spreadsheet Updated        | Date: |