TEACH Recipient Personal Responsibilities Agreement

This is an agreement between TEACH Early Childhood® Michigan and the scholarship recipient Abigail VanBuren. . Please read carefully and then sign this agreement. Both your official Contract (Form A) AND this agreement must be signed and on file before your scholarship will be awarded.

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

___ **read the ENTIRE contract thoroughly and return to my program specialist within <u>TWO WEEKS.</u>**

___ **make an appointment and meet with my college advisor to come up with a course plan for my major. My Program Specialist can help me get in touch with my advisor.**

___ **submit documentation from my college advisor of my major/program and course plan <u>PRIOR</u> to registering for class.**

___ **notify my Program Specialist <u>THE SAME DAY</u> I register for classes so that a scholarship award letter to pay for my class can be sent. If I do not notify my program specialist prior to the start date of the course, I will be required to pay for the semester and request payment of my scholarship award to me.**

___ **submit my CLASS SCHEDULE, REGISTRATION STATEMENT (schedule and tuition) to my Program Specialist <u>prior to the first week of courses each semester.</u>**

___ **submit my grade reports to my Program Specialist <u>WITHIN 30 days</u> of receiving them.**

___ **contact my Program Specialist regarding <u>any changes</u> to my employment or college status, or if I am having difficulty in meeting my course/college requirements or scholarship contract.**

___ **submit my Release Time Forms to my Program Specialist <u>each semester. (if applicable)</u>**

___ **notify my Program Specialist immediately if I <u>WITHDRAW or DROP</u> from a course. T.E.A.C.H. will award a scholarship for each required course one time. <u>If I fail a course or withdraw after the 100% refund date, T.E.A.C.H. will not award a scholarship for that course again.</u>**

___ **notify my Program Specialist of my graduation prior to starting my last semester.**

___ **contact my Program Specialist frequently whenever I have questions. We can help!**

_____   **_____**
Signature   **Date signed**