Summer 2021 TECTA Tuition Assistance Check List
For students pursuing a Technical Certificate or Associate Degree

You will have a choice of online, virtual, and on campus courses this summer. Remember that summer courses are usually only 5 weeks long. So, there is more work in a shorter period of time than a regular semester. If you have questions about course offerings, schedules or formats, please contact your advisor.

If you are already admitted to Southwest and have taken courses in the past, please complete the information below and the rest of the packet to request your scholarships.

1. Select the courses you plan to take.

2. Log in to my.southwest.tn.edu and register for your summer courses. (If you need guidance on this, please email Elizabeth Wilson at ewilson@southwest.tn.edu.)

3. Once you have registered, please double check the list below and submit <u>ALL</u> documents. (They are not all included in the attached pages.) **You may fax them to 333-5750 or email them to tecta_forms@southwest.tn.edu.**

   Completed Tuition Assistance Checklist (this page signed)

   Completed Application for Academic Financial Support (one per course – up to two)

   Student Information Form

   Student Request to Share Information Form

   Copy of your Summer 2021 schedule

   Printout Showing Current Major/Program of Study

   Copy of a check stub as proof of employment in a licensed early childhood program

4. Pay the student portion of fees:
   - After your application is reviewed and approved, you will be notified of your student portion via email.
   - At this time, all fees are paid online. To pay your fees, follow the steps below.
       Log in to your my.southwest.tn.edu account.
       Choose the self service icon
       Choose Student Account - Choose Make a Payment - Open Online Bill Pay - Click on pay by term
       Enter the amount of your payment in the box on the right.
       Follow instructions from this point for credit/debit card payment.
   - TECTA cannot make a scholarship payment until <u>you pay the student portion of your fees</u>.
   - To ensure that TECTA has time to make a scholarship payment, the student portion is due:
       o **by 3:00 on May 21 for TECTA staff to have time to place funds on your account.**
       o by 3:00 on the day of registration May 21 - 28.
   - Students are not eligible to receive a refund from federal financial aid and TECTA. If you receive federal financial aid your TECTA award amount may be adjusted.

TECTA funds are not guaranteed until you have paid the student portion of the tuition and submitted a complete TECTA Application for Academic Financial Support packet.

_____

Student Signature

TECTA Application for Academic Financial Support

Course Information

College/University: _____   Semester: Summer   Year: 2021   Textbook Only_____

Course Name _____ Subject _____Course Number _____ Section _____

Personal Information

Name: Last _____ First _____ Middle _____

Social Security Number _____-_____-_____   Gender: Male   Female

Citizenship: United States   Other   E-mail _____

Date of Birth _____/_____/_____   Ethnicity: Hispanic   Non -Hispanic

Race: Asian Pacific Islander   Black   Native American Indian/Alaska Native   Other

            Two or more races   White

Home Address _____

City _____ State _____ Zip _____

Home County _____ Home Phone (___)_____ Mobile Phone (___)_____

Emergency Contact Person _____Phone (___)_____

Academic degree program this semester: CDA Prep   CDA Renewal   Technical Certificate

    Administrator Credential   Associate Degree   Bachelors Degree   Graduate Degree

Desired Major: Early Childhood Education   Elementary Education   Pre-K   Other_____

Graduation Status: I will graduate this semester: Yes   No

Employment Information

Your Place of Employment _____ County of Employment _____

Work Address _____

City _____ State _____ Zip _____

Name of Director: Last _____ First _____

Phone (___)_____Fax (___)_____ Director's E-mail _____

Agency Type

    Center   Dept. of Education   Home Visitor   Family   Group Home
    High School   Higher Education   Registered   Authorized

Eligibility

I understand that I am enrolling in an academic course and will be responsible for completing the class. Failure to complete all information on this form will result in my application not being processed. If for any reason I cannot finish the course, I will submit notice to the TECTA office in writing immediately, return textbook(s), and agree to pay the entire tuition fee for re-enrollment in a TECTA class.

In order to qualify for continued TECTA support, each student must provide a transcript showing that they completed and passed the previous course(s) for which they received financial support from the TECTA program. By signing below I give permission to the institution to release my academic progress and records to representatives from the Tennessee Early Childhood Training Alliance.

Signature _____ Date _____

This Project is funded by the Center of Excellence for Learning Sciences at Tennessee State University through a contract with the Tennessee Department of Human Services.

Revised 4/2020

Course Information

College/University: Southwest Tennessee Community College   Semester: Summer Year: 2021   Textbook Only_____

Course Name _____ Subject _____Course Number _____ Section _____

Personal Information

Name: Last _____ First _____ Middle _____

Social Security Number _____-_____-_____   Gender: Male   Female

Citizenship: United States   Other   E-mail _____

Date of Birth _____/_____/_____   Ethnicity: Hispanic   Non -Hispanic

Race: Asian Pacific Islander   Black   Native American Indian/Alaska Native   Other
             Two or more races   White

Home Address _____

City _____ State _____ Zip _____

Home County _____ Home Phone (___)_____ Mobile Phone (___)_____

Emergency Contact Person _____Phone (___)_____

Academic degree program this semester: CDA Prep   CDA Renewal   Technical Certificate

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Signature _____ Date _____

TECTA Student Information Form

Center of Excellence for Learning Sciences ⬥ Tennessee State University

College or Institution Attending:

Social Security Number _____ - _____ - _____

Name _____ _____ _____
　　　　　　　　　　　　Last　　　　　　　　　　　　　　　　First　　　　　　　　　　　Middle

Employment Status

Your Place of Employment _____

Ages of children in classroom (choose one)

☐ Birth to 8 months　　　☐ 9 to 17 months　　　☐ 18 to 36 months　　☐ 3 to 5 year olds

☐ School-Age　　　　　　☐ Family Childcare

☐ Mixed-age Group: Infants　☐ Mixed-age Group: Infants and Preschool　　☐ Not a Direct Care Provider

TECTA Support Received for: Semester _Summer____ Year _2021_____

Salary: Please note: this question is for research purposes ONLY. Individual responses will not be identified or published.

$ _____ per Hour

Current Position Title:　　☐ Asst. Director　　☐ Asst. Director/Teacher　　☐ Caregiver/Teacher

☐ DHS Staff　　　　　　☐ Director　　　　　☐ Director/Teacher　　　　☐ Home Visitor

☐ Home Visitor Supervisor　☐ Other　　　　　☐ Owner of Program　　　☐ Sub/Floater

☐ Teacher Aide　　　　　☐ Authorized　　　　☐ Volunteer

Number of years in current position _____ Number of years in Early Childhood Field _____

Number of years at current place of employment _____ Hours worked per week_____

Do you have children with diagnosed delays or disabilities in your classroom?　☐ Yes ☐ No

Number of children in your classroom_____

Revised 4/2020

Student Request to Share Information

Office of Admission and Records

Student's Name   _____
(Please Print)   *Last*   *First*   *Middle Initial*

SS# _____

Address: _____
          Street

          _____
          City   *State*   *Zip Code*

Phone: (___)_____

Semester: Summer   Year: 2021

I know that the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), protects the privacy of my student educational records and limits access to the information contained in those records. Because I receive financial support covering all or part of my tuition from the TSU-TECTA program, I am hereby authorizing the Southwest Tennessee Community College Office of Admission and Records to release my grades and academic status information to the local TECTA Site Director for transmission to the TSU-TECTA Management Office. The information will be used to determine and verify my eligibility for continued TSU-TECTA financial support and will be protected in accordance with the provisions FERPA. My grade and academic status information should be sent to:

       Name: Elizabeth O. Wilson , Southwest -TECTA Director
       Address: Southwest Tennessee Community College
                P.O. Box 780
                Memphis, TN 38101-0780
                (901) 333-5541

_____   _____
Student's Signature   Date

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

Before you turn in your paperwork,
please make sure all of the following information is included:

- Copy of a check stub as proof of employment in a licensed early childhood program.

  - If this is not possible, please discuss the matter with Elizabeth Wilson.

- Copy of your Summer 2021 schedule

  - In my.southwest.tn.edu, click on the self-service icon.
  - On the student tab, choose registration.
  - Choose Student Detail Schedule.
  - This is what you need to submit.
  - You can take a screenshot, a picture, or print it out.

- Completed Application for Academic Financial Support   (one per course)

- Printout Showing Major/Program of Study

  - In my.southwest.tn.edu, click on the self-service icon.
  - On the student tab, choose student records.
  - Choose Student Information.
  - This is what you need to submit.
  - You can take a screenshot, a picture, or print it out.

- Student Information Form

- Student Request to Share Information Form

- Signed Tuition Assistance Checklist

I cannot process your application or pay fees
without all of the information above.