

TUITION ASSISTANCE (Voucher) Packet



Student's Name: _____

School: Austin Peay State University

A#: _____

✓	/ITEM	NOTES
	1. Application for Academic Financial Support	Complete and submit one form for each class you're registered for. Please leave no blanks and proofread for accuracy
	2. Student Information Form	Please complete thoroughly and proofread for accuracy
	3. Request to Share Information	This form allows the school to share grades, fee payment information, etc... as needed by TECTA to provide tuition assistance.
	4. Orientation Certificate and/or Transcripts	NEW Students - Orientation Certificate. All students - College Transcripts (where applicable).
	5. Student Detailed Schedule	Contact your APSU advisor to discuss coursework options based on your program of study.
	6. Account Detail (Statement of Fees)	See notes for details.
	7. Proof of Employment	See notes regarding appropriate documentation/
	8. Student OneStop Advising Sheet	See notes for details about where to find this item.
	9. Student Portion of Tuition & Voucher	TECTA staff will contact you to let you know when to pick up voucher & pay student tuition.

Please complete your packet in advance and bring all documents to our office during our voucher days.

We are located in the Sexton Building (437 N 8th St.) of the Austin Peay Campus

Questions? Contact us by calling 931-221-7585 or emailing tecta@apsu.edu

This box for internal use only



TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

Course Information

College/University _____ Semester _____ Year _____ 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 _____





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

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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

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Signature _____ Date _____





TECTA Student Information Form

Center of Excellence for Learning Sciences ♦ Tennessee State University

TECTA Orientation Location 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 _____ Year _____

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 _____

Please complete the reverse side if you are a first-time TECTA-supported student.



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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
STUDENT RELEASE OF CONFIDENTIAL INFORMATION FORM**

This form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons. These designated persons will have access to the student's grades and progress reports, certain disciplinary records, and other information related to academic progress, financial aid, and student financial accounts.

AUTHORIZATION – THIS MUST BE SIGNED IN ORDER FOR INFORMATION TO BE RELEASED:

I (the student) do hereby authorize Austin Peay State University ("University") and/or its employees to release my confidential academic, financial aid, discipline and any student financial account information, including academic progress reports and grades when available, to the person(s) named in the following information. This release does not apply to other information (counseling and health) protected by the Family Educational Rights and Privacy Act (FERPA). Authorization is valid as long as I am enrolled at Austin Peay State University or until cancelled in writing by me. I understand I have the right to receive a copy of such records upon request. I acknowledge that I may revoke this "Student Release of Confidential Information" *in writing* at any time by presenting such authorization *in person* to the Office of the Registrar. I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law. To cancel this release, the student must submit the *written* cancellation request *in person* to the Registrar's Office in Ellington Building, Room 316.

Student's Signature

Date

IMPORTANT: The following information must be completed to assist University staff in identifying the non-student recipient of information when he/she calls to request information by telephone.

Student Information

Student's Name (please print): _____

Student's Banner ID#: A _____ Student's Last 4 Digits of SSN _____

Recipient Information

Name of person(s) (other than self) authorized to receive or request information. List primary recipient first and print clearly.

Personal Identification Number (any 4-digit number)

Noelle Cannon _____

(TECTA Use DOB MM/YY) _____

Tennessee Early Childhood Training Alliance at _____

Austin Peay State University _____

Extension 7300 _____

Primary Recipient Address

APSU PO Box 4514 _____

Street _____

Clarksville, TN 37044 _____

City _____ State _____

Zip _____

() N.A _____

(931) 221-7300 _____

Home Telephone

Cell or Work Telephone

ORIENTATION CERTIFICATE OR TRANSCRIPTS

NEW STUDENTS

1. Make a copy of your TECTA Orientation Certificate
2. *Add this copy to your Tuition Assistance Packet*
3. Store your original certificate in a safe place where you can always find it

RETURNING STUDENTS

1. Log in to your student account (myChargerNet) using your Username & Password.
2. Go to the CN SelfService menu and choose "View Transcript"
3. *Add printed Transcripts to your Tuition Assistance Packet*

STUDENT DETAILED SCHEDULE

1. Log in to your student account (APSU Onestop) using your Login & Password
2. Choose the “Web Self Service” Icon
3. Choose the “Student” Tab
4. Click on “Registration” Link
5. Click on “Student Detail Schedule” Link
6. Select Term from dropdown box.
7. Right Click and choose “Print”
8. *Add printed schedule to your Tuition Assistance Packet*

ACCOUNT DETAIL (STATEMENT OF FEES)

1. Log in to your student account (APSU Onestop) using your Login & Password
2. Choose the “Web Self Service” Icon
3. Choose the “Student” Tab
4. Click on “Student Account”
3. Choose “Confirm and Pay or Enroll in a Payment Plan”
4. Select the correct term (semester) from the drop down box and click “submit”

Account Detail for the term will be displayed

5. ****OPTIONAL:** If you wish to pay the student portion of your tuition now you may do so. If not, go to next step.
7. Right Click and Choose “Print”
- 8. Add printed Account Detail to your Tuition Assistance Packet**

Student OneStop Advising Sheet

All Students

1. *Log in to APSU OneStop using your A# and Password*
2. *Click on "Student" Tab*
3. *Scroll Down to "Registration"*
4. *Click "Onestop Advising Page"*
5. *Select correct term/semester*
6. *Click Submit*
7. *Print this page and add to your voucher packet.*

Student Tuition Portion

Students must show their portion of Tuition to TECTA staff prior to being issued a voucher. The following are acceptable payment methods:

1. You may pay your fees directly to Austin Peay State University in person or online via OneStop
 - Include a copy of your receipt or statement of fees showing the transaction with the Tuition Assistance Packet that is sent in to TECTA.

OR

2. Bring a money order or check made out to Austin Peay State University with you on voucher day. Put your A# in the “Memo” area. Cash *will not be accepted*.

Students are responsible for 15% of the **tuition** total. APSU pays 85%. Check with the TECTA office for exact amount as some charges may not be covered by TECTA.