



Spring 2024 TECTA Tuition Assistance Checklist  
for students attending the University of Memphis

Please review the list below. All materials **MUST** be attached to your application for your application to be complete. Incomplete applications cannot be processed.

**Completed and signed Tuition Assistance Checklist (this page)**

**Completed Application for Financial Assistance (one per course, up to two)**

**Student Information Form**

**Student Request to Share Information Form**

**Copy of your Spring 2024 course schedule**

**Printout or screenshot from your MyMemphis portal showing your current major/program of study**

**Printout or screenshot from the MyMemphis portal showing your tuition balance and any financial aid being applied to your student account**

**Copy of checkstub as proof of employment in a licensed early childhood program**

**Grades from the previous semester (may be submitted separately)**

**Tuition Payment Information:**

- It takes at least a week to process scholarship applications and create the tuition assistance vouchers.
- Incomplete applications cannot be processed. Please include ALL the items on the checklist above.
- To ensure that TECTA has time to process your paperwork and submit the voucher on your behalf to the University of Memphis, your application is due by 3:30 pm on January 5, 2024. If you submit an scholarship application after January 5, 2024, we will process scholarship applications as quickly as we can but cannot guarantee a processing date.
- 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.

**This checklist and all needed documents may be faxed to 901-333-5750 or emailed to [tecta@southwest.tn.edu](mailto:tecta@southwest.tn.edu) or [tecta\\_forms@southwest.tn.edu](mailto:tecta_forms@southwest.tn.edu).**

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Student Signature



# TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

## Course Information

College/University: University of Memphis Semester: Spring Year: 2024 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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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Director: Last \_\_\_\_\_ First \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Director's E-mail \_\_\_\_\_

## Agency Type

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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: University of Memphis

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 Spring Year 2024

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

\$ \_\_\_\_\_ per Hour

- |  |   |   |  |
|--|---|---|--|
| Current Position Title:                          | <input type="checkbox"/> Asst. Director | <input type="checkbox"/> Asst. Director/Teacher | <input type="checkbox"/> Caregiver/Teacher |
| <input type="checkbox"/> DHS Staff               | <input type="checkbox"/> Director       | <input type="checkbox"/> Director/Teacher       | <input type="checkbox"/> Home Visitor      |
| <input type="checkbox"/> Home Visitor Supervisor | <input type="checkbox"/> Other          | <input type="checkbox"/> Owner of Program       | <input type="checkbox"/> Sub/Floater       |
| <input type="checkbox"/> Teacher Aide            | <input type="checkbox"/> Authorized     | <input type="checkbox"/> 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 \_\_\_\_\_

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# SOUTHWEST

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TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

## Student Request to Share Information

Office of Admission and Records  
University of Memphis

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

SS# \_\_\_\_\_

Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_

*City*                                      *State*                                      *Zip Code*

Phone: (\_\_\_\_) \_\_\_\_\_

Semester:      Spring                                      Year: 2024

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 University of Memphis 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:                      Jan Bonds

Address:                      Southwest Tennessee Community College

P.O. Box 780

Memphis, TN 38101-0780

(901)333-5189

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



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 the Director, Jan Bonds.
- Copy of your Spring 2024 schedule
- Completed Application for Academic Financial Support (one per course)
- Printout or Screenshot showing Major/Program of Study
- Student Information Form
- Printout or screenshot showing current tuition balance and any financial aid that will be applied to your student account.
- Student Request to Share Information Form
- Signed Tuition Assistance Checklist

**Please remember if you drop a class or change your schedule, you MUST let our office know in order to continue to receive TECTA funds.**

**We cannot process your application or pay fees without all of the information listed above in the packet.**