



November 18, 2024

Dear TECTA Scholarship Recipient,

I hope that everyone is doing well this Fall and are the holiday season!

This upcoming Spring semester, TECTA can provide financial assistance for two courses towards a technical certificate or associate degree. We can also connect you with TN Reconnect if you are interested in receiving funding for your full tuition. The priority deadline for Spring funding is December 9, 2024.

A few things to remember:

- Funds are available on a first come – first serve basis. Please register and pay your fees early to ensure funds are available.
- You must submit **all** of the items listed on the enclosed checklist for your application to be considered.
- You must register and pay your portion of the fees before TECTA funds can be attributed (funds are not guaranteed until you pay your portion and funds are placed on your account).
- In order for TECTA to have time to award a scholarship for a course at Southwest, your fees are due:
  - by 3:00 on December 9, 2024 for early registration
  - by 3:00pm on the day of registration during regular registration if funds are still available
- Students cannot receive a refund from Federal Financial Aid or TN Reconnect and TECTA.

**We strongly recommend that all students working toward degrees apply for federal financial aid, TN Reconnect (100% funding for associate degrees), or other scholarships. I am happy to talk with you about any of these options. You can apply for federal financial aid online at [www.fafsa.gov](http://www.fafsa.gov). You can apply for TN Reconnect at <http://www.tnreconnect.gov/>. You can obtain more information about financial aid and other scholarships available at Southwest online at [www.southwest.tn.edu/financial\\_aid](http://www.southwest.tn.edu/financial_aid).**

We know that many of you have worked hard over the past few years and are very close to completing your degree. We thank you for letting TECTA be a part of your educational journey! Please let us know how we can provide continued support as you achieve your goals.

If you have any questions, feel free to call me at 901-333-5189. We look forward to seeing you soon!

Sincerely,

Jan Bonds  
TECTA Site Director

Southwest Tennessee Community College



## **TECTA Tuition Assistance Check List** **For students pursuing a Technical Certificate or Associate Degree**

**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 Application for Academic Financial Support (one for each course)**
- Student Information Form**
- Student Request to Share Information**
- Copy of your Spring 2025 course schedule**
- Printout showing current major/program of study**
- Copy of check stub as proof of employment in a licensed early childhood program**

### **Tuition Payment Information:**

- If you plan to pay your tuition online, you may do so through the student portal at <http://my.southwest.tn.edu>
- If you plan to pay your tuition in person, please visit the cashier's office on the Union Avenue or Macon Cove campus. The TECTA office is located on the Union Avenue campus, M Bldg 3rd floor if you need assistance.
- TECTA cannot make a scholarship payment until you submit all of the required documents above and pay the student portion of your fees.
- To ensure that TECTA has time to make a scholarship payment, the student portion is due:

by 3:00 pm on December 9 , 2024 for early registration

by 3:00 pm on the day of registration during regular registration if funds are still available.

- 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.**

**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).**

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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 Southwest Tennessee Community Col Semester Spring Year 2025 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 \_\_\_\_\_





# TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

## Course Information

College/University Southwest Tennessee Community Col Semester Spring Year 2025 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

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## 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.

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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: Southwest Tennessee Community College

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 2025

**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 next page if you are a first-time TECTA-supported student.**



# TECTA Student Information Form

Center of Excellence for Learning Sciences ♦ Tennessee State University

**Complete this side if this is the first time you are receiving TECTA services.**

**Please check the professional organization(s) to which you belong:**

- Head Start Association
- National Association for the Education of Young Children
- National Black Child Development Institute
- National Child Care Association
- National Family Child Care Association
- Tennessee Association for the Education of Young Children
- Tennessee Family Child Care Alliance
- Tennessee School-Age Care Alliance

**Highest education level completed before seeking TECTA support**

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

College or University of Highest Degree \_\_\_\_\_

Major:  Early Childhood Education  Elementary Education  Special Education  
 Other \_\_\_\_\_ Graduation Date of Highest Degree \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parents' Educational Levels**

Mother

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

Father

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

**Professional Objectives**

Why do you want to participate in TECTA training? (Check all that apply):

- Further my education
- Help with my job search
- Improve my job skills
- Obtain a CDA
- Obtain a raise/higher pay

Have you completed other early childhood training during the last 12 months?  Yes  No

Did your employer require the training?  Yes  No

Do you plan to continue working in child care?  Yes  No

If no, please tell us why \_\_\_\_\_

**NOTICE: If you have changed your name and/or address since you last enrolled in a TECTA-supported course, please fill out a TECTA Student Change of Information Form and return it as soon as possible to your local TECTA site.**



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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  
Southwest Tennessee Community College

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

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

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City                      State                      Zip Code

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

Semester:     Spring                      Year: 2025

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:                      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 2025 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

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

**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.**