



Spring 2025 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 2025 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 December 9, 2024. **If you submit a scholarship application after December 9, 2024, it will be reviewed after January 6, 2025 but we cannot guarantee a processing date or availability of funds.**
- 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.

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 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

University of Memphis

College/University _____ Semester Spring Year 2025 Textbook Only _____

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Personal Information

Name: Last _____ First _____ Middle _____

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

Citizenship: United States Other E-mail _____

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Race: Asian Pacific Islander Black Native American Indian/Alaska Native Other
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City _____ State _____ Zip _____

Home County _____ Home Phone (____) _____ Mobile Phone (____) _____

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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

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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 2025

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 _____

SOUTHWEST

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: 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 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 2025 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.