



**TTU Box 5123 Cookeville, TN 38506**  
**Office: (931) 372-6561 Fax: (931) 372-6562**

## TnTech TECTA TUITION ASSISTANCE PACKET

Use this form to ensure you have all the necessary documents ready to apply for Tuition Assistance. Refer to the Tuition Assistance Packet for specific information about required documentation.

Student Name: \_\_\_\_\_ Student ID Number (M#, R#, V#): \_\_\_\_\_

✓	FORM/ITEM	NOTES
	1. Student Information Form	❖ Please complete thoroughly. ❖ Proofread for accuracy.
	2. Application for Academic Financial Support	❖ Complete and submit one form for each class you're registered for the semester.
	3. Student Detailed Schedule (Directions in Packet).	❖ Contact the TECTA office if you are not sure which courses to register for this semester.
	4. Account Detail (Statement and Fees/Direction in Packet).	❖ Remember to pay for your portion of your tuition fees to avoid late fees and being dropped from your course(s).
	5. Transcript Request Form	❖ This form allows the school to share grades as needed by TECTA to provide tuition assistance.
	6. Student Portion of Tuition	❖ The TECTA Office will notify you when to pay student fees.

### ALL STUDENTS

Fax or email (recommended) by the deadline. NOTE: Watch for confirmation by email stating we have received your documentation. It is your responsibility to contact the TECTA office if you do not receive confirmation within two business days. If this occurs please contact our office at 931-372-6561.

**Please send your Tuition Assistance Packet to:**

#### ALL FAMILY/GROUP EDUCATORS

Chelsey Stanton  
[cstanton@tntech.edu](mailto:cstanton@tntech.edu)  
 931-372-6556

#### ALL OTHERS (CENTERS, HEADSTART, DOE)

Trescha Nichols  
[tnichols@tntech.edu](mailto:tnichols@tntech.edu)  
 931-372-6418

### FOR OFFICE USE ONLY

✓	Registration Checklist	Notes
	❖ Updated Information in TECTA Database.	
	❖ Recorded in TEAMS	
	❖ Student Program of Study	
	❖ Payment Information	

Additional Notes:



# 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:                          | <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 \_\_\_\_\_

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





# TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

Tennessee Technological University  
242 E. 10th Street Foundation Hall, Rm 114  
Cookeville, TN 38505

Phone : (931) 372-6561

## 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 where you Work \_\_\_\_\_

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  Unregulated

## 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

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

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home County \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Mobile Phone (\_\_\_\_) \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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Signature \_\_\_\_\_ Date \_\_\_\_\_





## **STUDENT DETAILED SCHEDULE**

### **ALL STUDENTS**

1. Log in to your student account using your Username and Password.
2. Choose the "Student" tab.
3. Choose "Student Detail Schedule".
4. Right click and choose "Print".
5. Add printed Account Detail to your Tuition Assistance Packet.



## **ACCOUNT DETAIL** **(STATEMENT OF FEES)**

### **ALL STUDENTS**

1. Log in to your student account using your Username and Password.
2. Choose the “Student” tab.
3. Choose “Student Account”.
4. Choose “Account Detail” for Term/Confirm Enrollment/Credit Card Payment.
5. Select the Current Term.
6. Right click and choose “Print”.
7. Add printed “Account Detail” to your Tuition Assistance Packet.



# Transcript Request Form

TTU Box 5123 Cookeville, TN 38506 ♦ Office: (931) 372-6561 ♦ Fax: (931) 372-6562

**Student Name** \_\_\_\_\_

**Student's Maiden Name** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Current Address** \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

**Last Date of Attendance at (Check the box):**

Motlow State Community College \_\_\_\_\_

Roane State Community College \_\_\_\_\_

Volunteer State Community College \_\_\_\_\_

Tennessee Tech University \_\_\_\_\_

**Last Semester Attended (Semester/Year):** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Please send an official transcript to:**

**Darcey Emerson  
TTU-TECTA  
Box 5123  
Cookeville, TN 38505**





## STUDENT PORTION OF TUITION

### ALL STUDENTS

- ❖ Someone from our TECTA office will be in contact with you about when and how to make your payment this semester. You will also be given a “pay by” date at this time. You will pay your fees directly to the college you attend (online, phone, or in-person).
  
- ❖ If you don’t hear from anyone two weeks before classes start please call 931-372-6561. If you do not pay your portion by the due date, you could be dropped from your course(s) or the college will add late fees to your account.