

Danville Community College
 Teacher Educational Assistance Scholarship
 (for Dual Enrollment Instructors)

This application is for the Danville Community College Teacher Educational Assistance Scholarship for K-12 teachers teaching Danville Community College classes.

Guidelines

- This application is for DCC credit classes only.
- Instructor must have a current credit application.
- Instructor should complete this form for each course taken.
- Approved funding will be for course tuition only.
- Instructor must be currently teaching (same academic year).
- Scholarship application should be **completed at least 2 weeks prior** to the start of class(es).
- Approval is dependent upon the availability of five or more seats in the requested course.

Employee Name	Original Appointment Date	High School
Student Number (EMPLID#)		

Position Title	Division	Teaching Field

Does the instructor teach dual enrollment courses? _____ Yes _____ No

Course Number	Course Title	Semester Hours*	Start Date	End Date	Tuition Costs

*Limit of 6 credit hours per semester

Teacher's Signature

Date of Request

Division Approval

Date

Vice President's Approval

Date

Approved requests (forms) will be provided to the Coordinator of Admissions, Enrollment Management and Student Outreach to forward to the dual enrollment instructor.

IMPORTANT INSTRUCTIONS TO REQUESTOR:

Once the approved form is received by the dual enrollment instructor, the instructor should: (1) follow the regular registration procedures and (2) submit a copy of this document along with a copy of their class schedule to the Cashier in the DCC Business Office. Please contact your division dean or AVP of WFS with any questions. Thank you.