

IMPORTANT DEADLINES!!

PLEASE KEEP THIS DOCUMENT AND MARK THE DATES ON YOUR CALENDAR!

To Get a DBA Report all current semester coursework to your counselor to get a Direct Billing Authorization, allowing T.E.A.C.H. to pay tuition directly to your college:

March 1- for spring semester activity

June 1- for summer semester activity

October 1 - for fall semester activity

Reimbursement Requests Last day to submit for the previous semester's expenses (books, release time, travel):

February 1 - receipts for fall semester

June 1 - receipts for spring semester

September 1- receipts for summer semester

Contract Renewals Renewal forms need to be in by:

March 1 – for summer renewal

July 1 – for fall renewal

November 1 – for spring renewal

T.E.A.C.H. Definition of Semesters:

- * Spring Semester: 1/1 – 5/15
- * Summer Semester: 5/16 – 8/15
- * Fall Semester: 8/16 – 12/31