

## **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

**June 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