

## FastForward - Tuition Assistance Workforce Credentials Grant - WCG



Tuition assistance is available for individuals who meet the residency requirements, and enroll in and successfully complete one of the following **\*WCG approved programs**:

### How it works:

1. You pay the first 1/3 of the class tuition when you register.
2. The Commonwealth of Virginia pays 1/3 when you complete the class.
3. The final 1/3 is paid by the Commonwealth of Virginia when you earn a high-demand industry credential.

### Who may take advantage of WCG tuition assistance?

- Individual students registering for WCG classes; and
- Individual students for whom their employer pays for their WCG class tuition; and
- Businesses that would like us to create or schedule a WCG class specifically for their employees

### WCG Eligibility requirements, each student must:

- ✓ Be a resident of VA (have approved domicile).
- ✓ Pay the 1<sup>st</sup> third of the course tuition by credit card or e-check.
- ✓ Provide social security number upon registration, and e-sign the online promissory note agreeing to pay the 2<sup>nd</sup> third of the tuition if the class is not completed.
- ✓ Attend and successfully complete the course.
- ✓ Take the course certification test and provide GCC Workforce staff with a copy of the certification.
- ✓ Pay for the certification course themselves, if the cost of the certification is not included in the course tuition.

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## How to register for a WCG course:

- **Individual students:**
  - Visit [germanna.augusoft.net](http://germanna.augusoft.net); if you don't already have a "Student Profile" click on LOGIN/CREATE ACCOUNT link and set up your profile.
  - Click on "All Classes" link; search for your WCG class.
  - For your selected class, click "Add to Cart." You'll then be directed to e-sign the promissory note, including the domicile information. Once you've e-signed these forms, your 1/3 tuition price will appear in your check-out cart. Pay for the course (1/3 of the usual course tuition) by credit card or e-check.
  - Notes: Student social security numbers are required when registering for a WCG tuition assistance class. All Center for Workforce & Community Education policies apply to WCG classes.
- **Individual students for whom their employer pays for their WCG class tuition:**
  - Follow all steps outlined above.
  - When submitting tuition payment, employer may enter credit card or e-check info.
  - Contact us at (540) 891-3012 with any questions.
- **For businesses wishing to set up a WCG class specifically for their employees:**
  - Contact us at (540) 891-3012 and we'll be pleased to coordinate this for you.



## Fast Forward Workforce Credentials Grant (WCG) - Frequently Asked Questions (FAQs)

**What if I don't, or can't, register for my class online, can I still get the WCG tuition price?** You may call our office at (540) 891-3012 for assistance in registering over the phone.

**Why do I have to be a resident of VA in order to get WCG tuition assistance?** VA domicile is part of state policy and a requirement of each student seeking WCG tuition assistance, as is providing your social security number.

**Why do I have to sign a promissory note to get WCG tuition assistance? Or, what if I don't want to sign the promissory note?** Students who do not wish to sign the promissory note, or who are not VA residents, may still take the course by enrolling in the full-cost class section.

**What happens if I don't complete/pass my class?** WCG tuition assistance guidelines require that the student be responsible for paying for the second third of the full-cost of tuition. Contact our office for more information.

**Will there always be WCG tuition assistance?** WCG tuition assistance has been approved for July 2018 – June 2019, and is based on funding availability. It will be available until funds have been depleted.

**WCG requires that I provide GCC Workforce staff with a copy of my certification. How do I do that?** You may email scan a copy of your certification to: [gccworkforce@germanna.edu](mailto:gccworkforce@germanna.edu).

*For more information, please visit us online at [www.Germanna.edu/Workforce/Tuition-Assistance](http://www.Germanna.edu/Workforce/Tuition-Assistance) or by email at [gccworkforce@germanna.edu](mailto:gccworkforce@germanna.edu)*

\*Approved WCG programs are subject to change and availability of funds.