Center for Workforce & Community Education

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 1st 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 2nd 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.

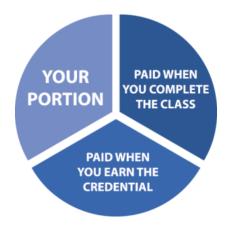


germanna.edu/workforce

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How to register for a WCG course:

- Individual students:
 - Visit 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-singed 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.

For more information, please visit us online at <u>www.Germanna.edu/Workforce/Tuition-Assistance</u> or by email at <u>gccworkforce@germanna.edu</u>

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



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