



Dear Potential Student:

Thank you for your inquiry about the Gap Tuition Assistance program at the Center for Business at Southeastern Community College. The application materials are enclosed for you to start the process for consideration of tuition assistance for your short-term certificate.

The program handbook outlines the application and selection process for the program. We recommend **applying for the program at least six weeks prior to the start of the course or as soon as the course offering is announced.**

Please note:

- Application materials for step one is valid for **six months from the date of signature.**
- Please **fully answer all questions** on the application materials. Incomplete materials will be returned and can delay the process.
- When submitting your program application, please provide copies of **all income** documentation for your family for the **12 months prior to your application date.**
- When selecting your certificate, please **choose from the list of approved certificates** included with the application materials.
- Applicants can request assistance for **one** certificate.

After reviewing all of your application materials, we will contact you to discuss your eligibility to move forward in the selection process.

If you have any questions about the program or the application/interview process, please let us know. We look forward to receiving your application materials.

Center for Business

Southeastern Community College

Gap Tuition Assistance Program

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GAP Tuition Assistance Program Handbook

OVERVIEW

The Tuition Assistance program provides tuition funding for approved Continuing Education certificate training programs. Since non-credit certificate programs are not eligible for federal financial aid, this program bridges the funding gap for those students pursuing short-term certificates. Funding is provided through the GAP Tuition Assistance Program Fund.

PURPOSE

The purpose of the GAP Tuition Assistance Program is to provide tuition assistance to eligible applicants to enter the workforce in a demand occupation.

ELIGIBILITY

Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, and required fees and equipment. Eligibility is determined by assessing family income for the 12 months prior to the application date, family size, and county of residence. All approved participants must be eligible to work in the United States.

LIKELY TO SUCCEED

It is important to note the funding for the Gap Tuition Assistance program is limited and eligibility for program services does not guarantee enrollment in the program. Applicants must demonstrate the capacity to achieve the program outcomes:

- Ability to complete the certificate and earn the credential.
- Enter full-time employment.
- Retain full-time employment over time.

Priority of services will be given to applicants who reside in the Region 16 Service Delivery Area (SDA), including Des Moines, Lee, Henry, and part of Louisa counties. A variety of factors are considered when determining likelihood for success, including assessment of barriers that may prevent the applicant from completing training or pursuing employment in a chosen occupation.

SELECTION PROCESS

Eligibility Determination: Depending on your financial eligibility, you may receive full or partial assistance with your direct training costs, including tuition, books, and required fees and equipment. Eligibility is determined by assessing family income for the 12 months prior to the application date, family size, and county of residence. Documentation of all sources of income are provided with the program application. All approved participants must be eligible to work in the United States. Applications are valid for six months from the date of signature.

Assessment: Applicants will complete the National Career Readiness Certificate assessments, including Reading for Information, Applied Mathematics, and Locating Information. Applicants will also complete any additional assessment required by the chosen certificate.

By completing research about the industry, applicants will be able to make an informed decision. The Program Research Sheet and the Informational Interview Sheet will assist the applicants in organizing this information. Applicants will bring these completed documents to the Program Interview.

Program Interview: Applicants will meet with program staff to discuss the selected industry, occupational research, and training choice. This will also include an evaluation of the applicant's capabilities, needs, family situation, work history, educational background, attitude and motivation, employment skills, vocational potential, and employment barriers. Potential start dates and support needs will be reviewed. Requirements for the certificate will be discussed.

Committee Review: The Program Review Committee assesses each applicant's situation and discuss selection for the program. The Committee may ask for additional information from the applicant to make the final determination. Program staff will inform the applicant of the final decision regarding the funding request.

PARTICIPATION

Each approved participant is expected to:

- Maintain regular contact with program staff to document progress toward goals.
- Discuss issues impacting the ability to complete training, obtain employment, and maintain employment.
- Attend class regularly.
- Provide a copy of the certificate of completion.
- Meet with program staff to develop a job search plan.
- Provide employment and job retention information as needed.

BENEFITS

Each approved participant will receive financial assistance toward the selected training program. This may include tuition, books, required fees, and required tools and personal protective equipment. Program staff will contact each participant regularly to track progress toward completion of training and progress toward obtaining full-time employment. As additional needs are identified, the participant and program staff will work together to address these needs and seek additional supports as necessary. Participants will develop a job search plan and receive job search assistance, including resume development and critiquing, interviewing skills, and job leads.

Approved Training Programs/Certificates

(Other programs can be approved based on demand and the job market.)

MANUFACTURING/INDUSTRIAL TECHNOLOGY

- MSSC Certified Production Technician (CPT)
- Manufacturing Skills Certificate
- Industrial Operations – Maintenance Skills

TRANSPORTATION

- Class A Truck Driver Training Program

HEALTH OCCUPATIONS

- Activity Director
- Phlebotomy Certification
- Certified Medication Aide

INFORMATION TECHNOLOGY

- Administrative Professional
- Business Application
- Business Bookkeeping