

## Financial Aid for Non-Credit Continuing Education Programs

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*R. W. Schick*  
Secretary of the Treasury

# FINANCIAL AID FOR NON-CREDIT CONTINUING EDUCATION PROGRAMS

## GOVERNMENT AND PUBLIC AID PROGRAMS

While Continuing Education courses do not qualify for federal Pell Grants, a variety of alternative financial aid sources are available to help individuals pay for non-credit career-focused training. Financial assistance may cover various education expenses such as tuition, fees, books, supplies and transportation.

Attached are resources provided by a variety of government and public aid programs to help you learn about and take advantage of available financial aid options. These sources have varying eligibility criteria and benefits to assist students.

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## EMPLOYEE TUITION ASSISTANCE

Some employers provide tuition assistance as an employee benefit. To find out if your employer offers tuition assistance, you can talk to your manager or supervisor, ask your HR representative or check out your employee guides.

## FREQUENTLY ASKED QUESTIONS

**Q: How do I check on the status of my financial aid?**

A: Contact your financial aid source directly, using the contact information provided. Your sponsor will be able to provide you with an update on the status of your application and inform you of any pending actions required to complete the process.

**Q: How do I check the status of my Continuing Education registration request?**

A: Contact Continuing Education Services at (870) 584-1178 or [ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu)

**Q: What is third-party billing mentioned on the registration form?**

A: When a student's tuition, books and/or supplies are billed directly to an outside agency or organization, such as one of the financial aid options included in this packet or an employer, the process is termed third party billing. The college agrees to bill the agency or organization directly on behalf of the student. Once written authorization from the sponsoring agency or organization is received third party billing requests can be processed.

## NEXT STEPS

**Step 1:** Review financial aid options, giving attention to eligibility criteria, and identify the source(s) that are a best fit for you in meeting your educational goals.

**Step 2:** Contact the preferred financial aid source(s), using the contact information provided. Let them know you are interested in attending a career training program at UA Cossatot and would like to learn more about eligibility for training funds.

**Step 3:** Follow the instructions provided by the financial source to apply for financial assistance.

Once the college receives written authorization of sponsorship from your financial aid source, your seat in the course will be held provided all other admission requirements have been met.

Continuing Education Services is here to help answer questions you or your sponsor may have about available training programs.

[ContinuingEducation@cccua.edu](mailto:ContinuingEducation@cccua.edu)  
(870) 584-1178



Written authorization from the sponsoring agency or organization may be a letter of authorization on the sponsor's letterhead or other documentation of sponsorship (i.e. purchase request) that includes the sponsoring organizations name, address, telephone number, and name of the course(s) to be paid, and the total amount to be paid by the sponsor.

Third-party billing will hold course(s) provided Continuing Education Services received the appropriate authorization by the published "register by" date and the students fulfill all other admission requirements.

Agencies or organizations requiring course completion or proof of grades before they authorize payment are considered tuition reimbursement programs. These programs do not qualify for the third party billing process. Students participating in tuition reimbursement programs are responsible for making their own payment arrangements and for getting tuition reimbursed directly from their sponsor agency or organization.

Are you a parent? UA Cossatot's Career Pathways program could help you earn a college degree or with classes for income earning skills, including:

- Commercial Truck Driving
- Nursing Assistant
- Medical Billing and Coding
- Pharmacy Technician
- Aerial Lineman: Communications

**Contact:**

Crystal Bell-Hunter  
(870) 584-1119  
cbell@cccua.edu

Hanna Honeycutt  
(870) 584-1169  
honeycutt@cccua.edu

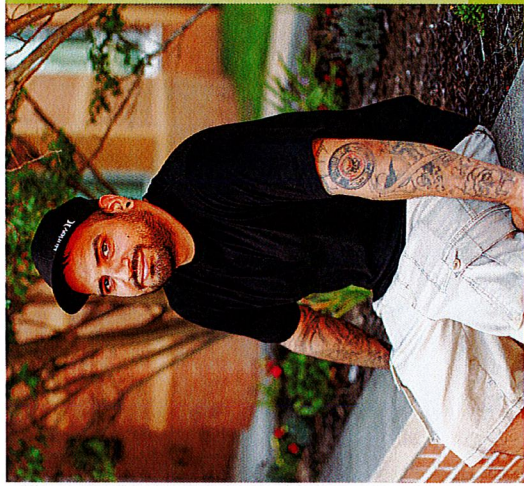
Linda Young  
(870) 584-1328  
lyoung@cccua.edu



**PRE - APPLY NOW AT  
ARPATHWAYS.COM**

or visit your local community college!

» Getting a college degree changed my life and CPI made it possible. I used to drive a garbage truck and now I'm a paramedic. I am financially better off and I have more time to spend with my family. -Arkansas Career Pathways Initiative Participant



» Career Pathways helped me in different ways - emotionally and financially. They were there when I needed them the most. If it were not for them I couldn't have gone to college. »»

**ABOUT CPI**

The Arkansas Career Pathways Initiative (CPI) began in 2005 and has grown into a statewide network of twenty-five college locations. Temporary Assistance for Needy Families (TANF) funds are provided through the Arkansas Department of Human Services, the Arkansas Division of Workforce Services and further supported by the Arkansas Division of Higher Education.

The goal of CPI is to help parents end their dependence on government benefits by promoting education, job preparation and employment. CPI programs across the state seek to achieve this goal by:

- Increasing enrollment and attainment in college-level degree and workforce preparation programs
- Increasing job attainment and job retention in key industries
- Increasing engagement with employers to generate work opportunities for students and meet private sector workforce needs



The path to a brighter future through higher education.



**PRE - APPLY NOW AT  
ARPATHWAYS.COM**

## WHY YOU?

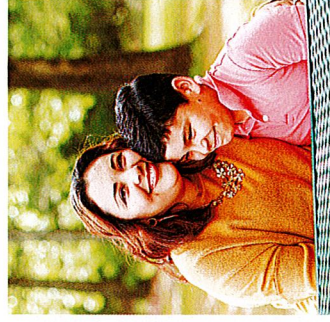
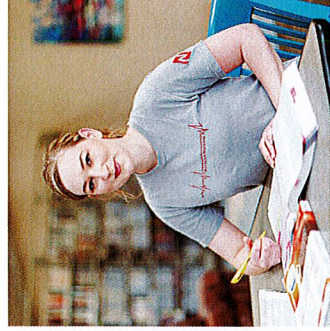
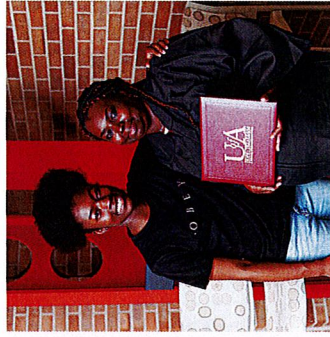
- ✓ CPI participants are employed and earning more than parents in their communities with similar incomes.
- ✓ CPI participants are graduating from college with a degree or certificate at more than twice the average of their college peers.
- ✓ African-American and Hispanic CPI participants are completing degrees or certificates at almost four times the rate of fellow students of color.

## ELIGIBILITY:

- Applicants must be a parent or adult caretaker of a child that is under age 21. This includes custodial and noncustodial parents.
- AND -
- Must receive services under **one** of the following programs:
  - TEA (current or former), SNAP, Medicaid, or ArKids.
- OR -
- Have a household income less than 250% of the federal poverty level guidelines.

**PRE - APPLY NOW AT  
ARPATHWAYS.COM**

The Arkansas Career Pathways Initiative helps eligible parents and guardians with a modest household income with college tuition, childcare, transportation, supplies, and support for other college-related expenses. Eligible Arkansas parents have children under age 21 and may be either the custodial or noncustodial parent, or parents that are or have previously been involved in the justice system, and minor parents who are under the age of 24.



## OUR SERVICES



### Educational Expense Assistance

- Tuition
- Books
- Fees
- Course Required Materials
- Certification Fees
- + More



### Student Support

- Childcare
- Transportation
- Computers/Internet
- Success Incentives
- + More



### Guidance and Counseling

- Career Guidance
- Connection to Community Resources
- Academic Advising
- Mentoring
- Tutoring
- Work Study Opportunities
- Connection to Employers
- Case Management Services
- + More

# Arkansas Workforce Challenge

Every person who has graduated from an Arkansas high school, Arkansas home school or GED program, or anyone who has a high school diploma or GED earned from another state and has lived in Arkansas for the last year. Students must enroll in a high demand area of study in the programs of Information Technology, Healthcare, and Industry. Programs are not restricted for credit bearing classes. Non-credit, workforce-training classes that fit into the three above categories may also qualify.

Cossatot Community College of the University of Arkansas

Medical Billing and Coding

Nursing Assistant

Pharmacy Technician

Phlebotomy Technician

CDL

If you are thinking about one of the above programs you are encouraged to apply for the Arkansas Workforce Challenge, as soon as possible. It can take up to 30 days for your application to be processed.

**Use an email address you will often check that's how the Division of Higher Education will contact you. The Division of Higher Education will contact you directly.**

Apply Online: <https://sams.adhe.edu/Scholarship/Details/awc>

If you have any problems applying contact the Arkansas Division of Higher Education.  
501.371.2000



## Arkansas Rehabilitation Services Field Office Locations

<b>Arkansas Career Training Institute</b>	<b>Jonesboro</b> 870-972-0025
<b>Hot Springs</b> 501-624-4411	<b>Little Rock</b> 501-686-2800
<b>Batesville</b> 870-793-4153	<b>Lonoke</b> 501-676-4490
<b>Benton</b> 501-317-1390	<b>Monticello</b> 870-367-9669
<b>Booneville</b> 479-675-3835	<b>North Little Rock</b> 501-833-1490
<b>Conway</b> 501-730-9725	<b>Pine Bluff</b> 870-534-2404
<b>El Dorado</b> 870-862-5451	<b>Russellville</b> 479-890-5751
<b>Fayetteville</b> 479-582-1286	<b>Texarkana</b> 870-773-2807
<b>Fort Smith</b> 479-755-3300	<b>West Memphis</b> 870-735-4725
<b>Harrison</b> 870-741-7153	<b>Services for the Deaf &amp; Hard of Hearing (SDHH)</b> 501-324-9521
<b>Helena</b> 870-338-2753	
<b>Hot Springs</b> 501-623-4479	

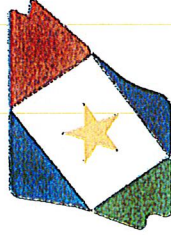
There are 20 ARS Field Offices across the state serving all 75 counties.

**501-296-1600**

**ARCareerEd.org**

## Arkansas Rehabilitation Services (ARS)

A division of the Arkansas  
Department of Career Education



Arkansas Department of  
**Career Education**  
*Arkansas Rehabilitation Services*

Administrative Offices  
525 West Capitol Ave.  
P. O. Box 3781  
Little Rock, AR 72203  
501-296-1600

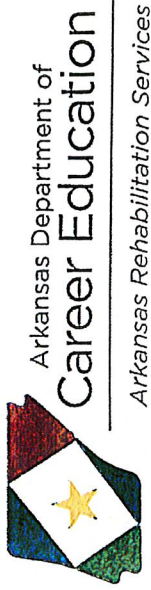
Call toll-free:  
800-330-0632

**ARCareerEd.org**

ARS01/0418

**501-296-1600**

**ARCareerEd.org**



## Arkansas Rehabilitation Services (ARS)

A division of the Arkansas  
Department of Career Education



Providing opportunities for individuals with disabilities to work and lead productive and independent lives.

**501-296-1600**

**ARCareerEd.org**

## Who We Are

The mission of Arkansas Rehabilitation Services Division is to assist persons with disabilities so they are empowered to become employed. Earning a living is a basic right and is valuable for both the individual and the community. A person with a disability faces barriers in various life activities that include the opportunities to train for, locate, and/or keep a job.

Arkansas Rehabilitation Services Division helps individuals overcome those obstacles by focusing on ABILITY rather than DISABILITY. It is good business for everyone. For every dollar spent in Arkansas on Vocational Rehabilitation, roughly seven dollars is returned to the state's economy.

With 19 offices statewide, along with the Arkansas Career Training Institute in Hot Springs, ARS has counselors who serve each of the state's 75 counties. Counselors work out of regional offices and travel to specific locations in the counties they serve on a regular schedule to assure better accessibility of our services.

## What We Do

- Transition services for students finishing high school.
- Services for those with special communications needs such as the deaf and hearing impaired.
- Specialized assessment and treatment.
- Vocational training at the Arkansas Career Training Institute (ACTI).

ARS also works with private providers for specialized services.

## Eligibility

Anyone who is a legal Arkansas resident and determined eligible for services can qualify. Follow these steps:

- Call the office nearest you and set up an appointment for an initial interview with a counselor.
- Complete the application.
- Undergo an assessment that explores your background, abilities, interests and disability-related barriers to employment. This helps determine eligibility and forms a personalized plan for education, rehabilitation, and training needs.
- The determination of eligibility normally occurs within 60 days. That includes determining the extent of disability and the need for vocational rehabilitation services to prepare for, secure, retain or regain employment. *When funds are limited, services may be prioritized by need.*
- Develop an Individual Employment Plan, working in conjunction with your counselor. This is a mutually agreed upon plan as to the kind of job the client has chosen to work towards, the specific services needed, a realistic time frame in which to accomplish these goals and who is responsible for what.
- The training and rehabilitation services are provided and, when they are completed, the client will receive assistance in finding a job.

**The result:** A qualified individual who has attained the skills needed to become a valued employee and contributing taxpayer.

**For more information, or an appointment:**

- Call your local field office (listed on the back of this brochure), or
- Call our toll-free number if unsure of which office to contact, or
- Return the attached request card to your nearest field office, or
- Visit our website at [ARCareerEd.org](http://ARCareerEd.org).

I would like to be contacted by a counselor from Arkansas Rehabilitation Services Division.

My name is \_\_\_\_\_

My address is \_\_\_\_\_

My phone number is \_\_\_\_\_

My email address is \_\_\_\_\_

The best time to contact me is \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Return this portion in an envelope to the ARS office listed on the back of this brochure.



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# NATIONAL FARMWORKERS JOB PROGRAM

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## NEED MONEY FOR SCHOOL?

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HAVE YOU WORKED IN AGRICULTURE  
WITHIN THE LAST 2 YEARS OR A  
DEPENDENT OF A FARMWORKER?

- LIVE HANG
  - POULTRY PROCESSING
  - CATCHING CHICKENS
  - FEEDING COWS
  - LOGGING
  - PILGRIM'S
  - TYSON
- AND MANY MORE!

Under the NFJP PROGRAM, YOU  
MAY BE ELIGIBLE FOR PAID  
TUITION, BOOKS, AND  
SUPPLIES!

SHORT TERM- COURSE  
WELDING, CNA, CDL. PHLEBOTOMY, ANY COURSE  
LESS THAN A YEAR.

CONTACT INFO: Anita Morrow

PHONE: (870) 331-0196

EMAIL: [amorrow@arhdc.org](mailto:amorrow@arhdc.org)

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# We're invested in helping you.

Arkansas Adult Education is proud to partner with the Temporary Assistance for Needy Families (TANF) program to provide more assistance to our students.

In addition to basic skills improvement and GED® testing, students who qualify for or receive **TANF** or **SNAP** benefits may be eligible for assistance with:

- Workforce Preparation
- Workforce Training
- Job Search and Resume Building
- Costs Associated with:
  - Tuition
  - Earning Credentials
  - Earning Certifications
- Education and Job-related Supplies
- Childcare
- Transportation (gas cards/ bus vouchers)
- Basic Needs (food/ shelter/ clothing)
- And much more!



Contact your local TANF Coordinator for more information.



Arkansas Division of  
**Workforce Services**  
Adult Education

In partnership with



TEMPORARY ASSISTANCE  
FOR NEEDY FAMILIES

Nashville: 870-584-1394 |

Cossatot Community College of the UA

| Dawn Humphry

**SINGLE PARENT  
SCHOLARSHIP FUND OF SEVIER COUNTY**

**STATEMENT OF PURPOSE**

The purpose of the Single Parent Scholarship is to provide supplemental financial assistance to those single parents who are pursuing a course of instruction that will improve their income-earning potential. Scholarships may be used for tuition, books, utility bills, car maintenance, childcare, or any other financial need that contributes to the recipient's success in school.

**AMOUNT OF BASIC SCHOLARSHIP—500.00**

Your award will be more or less than 500.00 based on the hours of study you are enrolled in at your school. Please attach a copy of your registration and hours signed up for to your application (REQUIRED)

Single parent scholarships are distributed twice a year (spring and Fall) Applicants may reapply for each semester they are attending school but they must fill out a renewal application for each semester a scholarship is sought.

**CRITERIA**

Single parents selected for financial assistance will meet the following criteria. They must be:

1. A resident of Sevier County, Arkansas
2. A high school or GED Graduate.
3. A Single head of household (single, legally separated, divorced, and widowed) with sole custody of one or more children under the age of 18.
4. Pursuing a career-oriented course of study to insure a better standard of living for his/her family
5. A low income person at or near the poverty level
6. A recipient of, or in the process of obtaining a Pell Grant

**Application deadline for spring is April 15<sup>th</sup>.  
Application deadline for Fall is September 15<sup>th</sup>.**

Mail application and requested information to:

**Sevier County Single Parent Scholarship fund  
P.O. Box 684  
De Queen, Ar. 71832**

**SINGLE PARENT**  
**SCHOLARSHIP APPLICATION**

SEMESTER APPLYING FOR: \_\_\_ FALL \_\_\_ SPRING \_\_\_ SUMMER

**A. PERSONAL INFORMATION**

1. Full Name: \_\_\_\_\_ S.S.#: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)
3. Residential Address: \_\_\_\_\_  
(if different from above)
4. Home Ph.#: \_\_\_\_\_ Work Ph.# \_\_\_\_\_ Message Ph. \_\_\_\_\_ **E-MAIL** \_\_\_\_\_
5. Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
6. How long have you been a Sevier County Resident? \_\_\_\_\_
7. Marital Status: (please circle one)  
SINGLE MARRIED DIVORCED LEGALLY SEPARATED WIDOWED
8. Including yourself, how many individuals are dependent on you for financial help or support? \_\_\_\_\_
9. Please list the ages of your children: \_\_\_\_\_
10. Is anyone sharing your household expenses with you? YES \_\_\_ NO \_\_\_
11. Do you have relatives living in the area? YES \_\_\_ NO \_\_\_  
If yes, what assistance do they provide you? (check all that apply)  
\_\_\_ Housing                      \_\_\_ Transportation                      \_\_\_ Childcare  
\_\_\_ Financial Help                      \_\_\_ Other                      \_\_\_ None
12. Have you previously applied for a Sevier County Single Parent Scholarship?  
YES \_\_\_ NO \_\_\_  
Were you awarded a Single Parent Scholarship? YES \_\_\_ NO \_\_\_  
If yes, when? \_\_\_\_\_

**B. EDUCATIONAL INFORMATION:**

1. List schools attended or training received. Give names and dates.  
(Example: DeQueen High School, Diploma, 1964; GED DeQueen, 1980)  
High School or GED: \_\_\_\_\_  
Trade or Vocational School: \_\_\_\_\_  
College: \_\_\_\_\_  
Military/Other: \_\_\_\_\_
2. Are you currently attending college or school? YES \_\_\_ NO \_\_\_

3. What college or school do you now attend or plan to attend? \_\_\_\_\_
4. What course of study (major) do you plan to pursue? \_\_\_\_\_
5. When do you expect to graduate? \_\_\_\_\_
6. Will you be full-time or part-time student? FULL \_\_\_\_\_ PART \_\_\_\_\_
7. How many credits hours do you now take or plan to take? \_\_\_\_\_

**C. FINANCIAL INFORMATION**

1. What are your average monthly expenses? (Please list dollar amount)

Housing	\$ _____
Utilities (electric, gas, phone, water)	\$ _____
Food	\$ _____
Transportation	\$ _____
Insurance coverage	\$ _____
Loan payments	\$ _____
Monthly payments	\$ _____
Clothing, household goods	\$ _____
Medical Costs (check-ups, dentist, etc.)	\$ _____
Childcare	\$ _____
Other expenses (please list)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**TOTAL AVERAGE MONTHLY EXPENSES** \$ \_\_\_\_\_

2. Are you covered by any health or medical insurance? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Will you be working for income while you go to school? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, how many hours each week will you work? \_\_\_\_\_

4. PLEASE LIST SOURCES OF INCOME SUCH AS FOOD STAMPS, RENTAL ASSISTANCE, CHILD SUPPORT, EMPLOYMENT, ETC. (PER MONTH)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. Have you applied for a Pell Grant? YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, you may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Have you been granted a Pell Grant? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, list the amount. (per semester) \$ \_\_\_\_\_

**D. ADDITIONAL REQUIREMENTS**

1. Please have two people (not related to you) send letters of reference to the scholarship committee. They should be familiar with your life experiences and character.
2. Please attach a personal statement explaining why you chose this particular course of study and what you hope to achieve. Feel free to include any information about yourself that might be helpful to the Selection Committee.
3. Please attach a copy of your high school transcript, GED with test scores and college transcripts if applicable.
4. Please include a copy of your Federal Student Aid Report (SAR). The SAR may be printed from the fafsa website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**VERIFICATION**

**I hereby give permission for all financial and academic information related to my application for a Single Parent Scholarship to be released, upon request, to the Single Parent Scholarship Fund of Sevier County.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**I also give Single Parent Scholarship Committee of Sevier County permission to release my name to the news media.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**