



Tuition Assistance Guidelines

When funds are available, the LAC offers tuition assistance grants for those who apply for admission to any of the LAC certificate programs. Tuition assistance is allocated for the purpose of reaching out to those who could not otherwise afford to participate.

Objectives of the tuition assistance grant program:

- ❖ To provide intensive professional development for those who cannot, otherwise, afford the costs of tuition.
- ❖ To provide tuition assistance based on need for up to 15% of applicants for the certificate program.

Selection Criteria:

- ❖ Financial need documented through request for assistance.
- ❖ Evidence of hardship such as unemployment, bankruptcy, receiving public assistance of some kind for self or children, or other indicators of financial need.
- ❖ Commitment to complete the certificate program from each recipient.

Process for distributing tuition assistance grants:

- ❖ Requires a prose statement of financial need from those who are interested in applying for tuition assistance to be submitted at the time of application to the program.
- ❖ Requires a non-refundable application fee that will go towards the cost of tuition.
- ❖ The LAC identifies an internal team of no more than three people to review all applications.
- ❖ The designated team reviews all applications at one time and develops a short list of recommended recipients.
- ❖ The designated team makes recommendations to Elyse Barbell, Executive Director of the LAC who will make the final selections.
- ❖ The LAC notifies those selected of the tuition assistance grant that can be provided to them within two weeks of application deadline.
- ❖ Requires commitment to complete the certificate program from each recipient.
- ❖ Provides full confidentiality of those who are offered and accept tuition assistance.