YORK Continuing and Professional Education Center Financial Aid

Table of Contents

Workforce One: Individual Training Grants................................................Pages 2-3
New York Education Training Voucher Program......................................Pages 4-5
Application for VA Education Benefits.......................................................Pages 6-8
Helena Rubinstein Continuing Education Scholarship............................Pages 9
ProTrain(Online) Payment Plan...................................................................Page 10
CPEC Payment Plan......................................................................................Page 11

Online Resources

State Employees

- NYS & CSEA Partnership for Education and Training
- NYS & CSEA Partnership for Education and Training-Technology
- Tuition Voucher Program Participants

Other

- Financial Aid for Certificate and Nondegree Students
- Continuing Education Loans
- Helena Rubinstein Scholarship
- Workforce Solutions Scholarships
Individual Training Grants

View our ITG webinar at www.nyc.gov/trainingguide and contact your local Workforce1 Career Center for more information.

What is an Individual Training Grant?
Individual Training Grants (ITGs) help qualified jobseekers get specialized job training to find a new job or advance in their careers.

Who is eligible to apply for an Individual Training Grant?
You must:
- Be at least 18 years old.
- Have an updated resume available electronically (Resume Workshops are available)
- Be actively looking for employment or currently employed and earning less than $62,894/year.
- Be ready to work immediately after training.
- Have a minimum of a GED or High School diploma and work experience (some occupations require a degree)
- Register at a Workforce 1 Career Center.
Other services are available for individuals who do not meet eligibility requirements.

How can I apply for an Individual Training Grant?
The application process is highly selective. At each step you will receive approval to move forward or referral to other services. Completing an application does not guarantee receipt of an ITG. ITG training is not an entitlement. Selection for participation is based on your eligibility, assessment of your needs, skill level, and your prospects for successfully completing the program and achieving employment in the field.

The application process takes 4-8 weeks and includes the following steps:
1. Participation in services (such as Introduction to Services, Career Advisement, workshops, etc.) within the last 6 months.
2. Meeting education and experience requirements (see next page).
3. Viewing a presentation about the application process and taking a skills test.
4. Researching courses on the NYC Training Guide and completing an online application.
5. Interviewing with a Career Advisor.

Why are there education and related work experience requirements?
To gain employment in the fields in which ITGs are offered, major employers and job ads indicate that relevant work experience and skills are required. ITGs do not provide all of these required skills and experience; instead, they assist jobseekers that already have some skills and experience with additional technical training or certifications that are required to get a job in the field.

If you do not have related work experience, the ITG training will not provide you enough skills to get you a job in the field. If you have a lot of related work experience or certifications, ITG training may not be useful to you because you already have the skills and certifications needed to obtain employment within the field. It is also important to note that your work experience should be recent. Having recent and related experience will make you the most competitive candidate for training and employment.

If you do not meet these education and experience requirements, Workforce1 has other services that may assist you. Please ask for an appointment with a Career Advisor to discuss other available options.

Does education and experience from another country count towards the education and experience requirements?
Yes. Individuals may count their related work experience and education from other countries towards the eligibility requirements.
How many ITGs can I apply for at one time and how often?
Individuals are allowed to apply for one ITG at a time. It is important to select the one most appropriate training that will help you in achieving your career goal. Individuals who completed training and have put their skills to work are able to reapply for a different training after one year. Prior voucher approval does not guarantee another award.

What does an Individual Training Grant fund?
ITGs can fund course tuition, registration fees, testing fees, and books. ITGs are for short-term training (less than 1 year). ITGs cannot fund courses for college credit or any training that is not listed as eligible on the NYC Training Guide (www.nyc.gov/trainingguide).

What occupations are able to be funded by ITGs?

<table>
<thead>
<tr>
<th>Occupations</th>
<th>Minimum Work Experience**</th>
<th>Minimum Education</th>
<th>Maximum ITG award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus and Truck Drivers (CDL A &amp; B)</td>
<td>24</td>
<td>High School diploma or GED</td>
<td>$2,000</td>
</tr>
<tr>
<td>Commercial Drivers, Bus Drivers (CDL C)</td>
<td>6</td>
<td>High School diploma or GED</td>
<td>$2,000</td>
</tr>
<tr>
<td>Certified Nursing Assistant</td>
<td>12</td>
<td>High School diploma or GED</td>
<td>$3,800</td>
</tr>
<tr>
<td>Clinical Medical Assistants</td>
<td>12</td>
<td>High School diploma or GED</td>
<td>$5,000</td>
</tr>
<tr>
<td>Computer Support Specialists</td>
<td>12</td>
<td>High School diploma or GED</td>
<td>$3,800</td>
</tr>
<tr>
<td>Computer Systems Analyst</td>
<td>12</td>
<td>2 or 4 year degree</td>
<td>$3,800</td>
</tr>
<tr>
<td>Network and Computer Systems Administrators</td>
<td>12</td>
<td>2 or 4 year degree</td>
<td>$3,800</td>
</tr>
<tr>
<td>Security Guards- Armed***</td>
<td>24</td>
<td>High School diploma or GED</td>
<td>$800</td>
</tr>
<tr>
<td>Security Guards- Unarmed</td>
<td>6</td>
<td>High School diploma or GED</td>
<td>$400</td>
</tr>
</tbody>
</table>

*These occupations represent a portion of the Workforce Investment Board’s in-demand occupations list and are subject to change. An occupation’s eligibility to receive funding is based on likelihood of job placement in New York City.
**Work experience must be in a related field or industry. Veterans with military experience in one of these occupations are exempt from this requirement.
***Only work experience accepted: law enforcement, corrections, or military. Security guard experience is also accepted with endorsement/recommendation from current or previous security employer (less than 2 year separation). Armed Guard applicants must already have a valid permit in order to apply for Armed Guard training.

For all occupations, you must meet the minimum work and education requirements. Meeting these prerequisites does not guarantee that you will receive an ITG. Please speak with a Career Advisor about other services if you do not meet these education and experience requirements.

Why can’t I apply for...(Graphic Designers, Machinists, Childcare Worker, etc.)?
We offer ITGS in occupations that are in high demand New York City industries with well defined technical training, licensing, or certifications. You can still find providers for these other occupations on our training guide (www.nyc.gov/trainingguide) but they will not be listed as voucher eligible. Additional training for careers in transportation, manufacturing and healthcare can be found at our sector centers (http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml).

Why are some Individual Training Grant requests not approved?
There are several reasons why individuals are not granted ITGs. Some common reasons include:

- The individual already possesses the necessary skills to be able to find work without receiving occupational training.
- The individual needs more job preparation services, such as interview or resume assistance, to obtain employment in the field.
- The individual is not actively looking for work or will not be able to work after training is completed.
- The individual has already started training without an ITG or can finance training through Federal financial aid programs such as PELL.
- The desired course is not listed on the NYC Training Guide as 'ITG Voucher Eligible'.
New York

The New York Education and Training Voucher Program is a federally-funded, state-administered program designed to help youth who were in U.S. foster care. Students may receive up to $5,000 a year for qualified school-related expenses.

Funding is limited and available on a first-come, first-served basis to eligible students. Applicants must complete the ETV application which includes documentation each semester that is sent directly from the school to ETV confirming enrollment, the cost of attendance (COA) and unmet need.

ELIGIBILITY REQUIREMENTS

- Foster care youth, including persons in need of supervision (PINS) and those who are in the custody of the juvenile justice system; and
- Former foster youth who have not yet attained the age of 21 years who are eligible for services under the Chafee Foster Care Independence Program; and
- Youth adopted from U.S. foster care at age 16 and older; and
- Youth who leave U.S. foster care at age 16 and older for guardianship with a kinship guardianship assistance agreement in effect; and
- Youth who are currently in the custody of the Office of Children and Family Services and placed in a non-secure or voluntary agency (Title IV-E facility); and
- Youth who are currently in the custody of the Office of Children and Family Services on aftercare status or receiving services in an Evening Reporting Center (ERC) and had been placed in a non-secure facility or voluntary agency (Title IV-E facility)

FURTHERMORE:

- Youth must be a U.S. citizen or qualified non-citizen.
- Youth must have been accepted into or be enrolled in a degree, certificate or other accredited program at a college, university, technical, vocational school. To remain eligible for ETV funding, they must show progress toward a degree or certificate.

Click HERE to begin the application process.
Download your application documents HERE.

For more information, please call 877-766-5025 or email ny@statevoucher.org. Our fax number is 877-234-5025.
Participation Agreement 2016-2017

As a participant in this program, you have responsibilities. Be sure to keep a copy of your ETV forms and other information for your own records. Remember: Participating in this program means you understand, agree, and will comply with all the following requirements:

To receive ETV Funding:

☐ I must reapply every year after July 1st to be eligible for funding that school year at www.fc2sprograms.org

☐ I must complete the Free Application for Federal Student Aid (FAFSA) every year at www.fafsa.ed.gov *PLEASE TRY TO COMPLETE AT LEAST TWO MONTHS BEFORE CLASSES BEGIN

☐ If I did NOT receive an email from ETV after completing my online application, my email address is not working. Go to www.fc2sprograms.org, 1. Log in using my Username and Password and 2. Fix my email address and anything else that needs to be updated.

☐ I have read the ETV program information at www.fc2sprograms.org and I understand that I’ve started a process; the online application is Part 1, the Financial Aid Release form is Part 2 and, if I am a returning student, the official transcript from my last ETV funded semester is Part 3.

☐ At the beginning of each term, I will fill out the top section of the Financial Aid Release Form, and then give it to my school’s financial aid office to complete the rest and fax to ETV.

☐ It can take ETV 14 days to process my Financial Aid Release Form from the time the school faxes it.

☐ I must receive ETV funding for the first time before my 21st birthday.

Once I have been Funded by ETV:

☐ I must communicate with my ETV Coordinator by phone at least once a month. IF I DO NOT STAY IN REGULAR COMMUNICATION, MY FUNDING MAY BE AFFECTED.

☐ I must have my own working email address. I will check my email at least once a week for emails from ETV and will reply as required.

☐ I must maintain a GPA of 2.0 or greater. If I fall below a 2.0 GPA two terms in a row, I may no longer be eligible to receive funding. I can regain my eligibility by earning 12 or more credits with a GPA of 2.0 or greater. At any time, the Academic Success Program will be available to students.

☐ Before I withdraw from any class(es) or drop out of school, I will notify my ETV Coordinator by phone in order to remain eligible for future funding.

☐ To receive continued funding from ETV, I will request that my registrar’s office mail an official transcript of my grades at the end of each term to the address at the bottom of this page.

☐ I will update my ETV profile immediately if my situation (childbirth, employment, marriage) or ANY of my contact information (email, address, telephone, etc) changes at: www.fc2sprograms.org

☐ All ETV funding ceases upon my 23rd birthday.

<table>
<thead>
<tr>
<th>Questions?</th>
<th>If your last name begins with the letter A-L:</th>
<th>If your last name begins with the letter M-Z:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:ny@statevoucher.org">ny@statevoucher.org</a></td>
<td><a href="mailto:nys@statevoucher.org">nys@statevoucher.org</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>877-766-5025 x1</td>
<td>877-766-5025 x2</td>
</tr>
<tr>
<td>Schedule a phone appointment:</td>
<td><a href="http://www.meetme.so/newyork.etv">www.meetme.so/newyork.etv</a></td>
<td><a href="http://www.meetme.so/newyorkstate.etv">www.meetme.so/newyorkstate.etv</a></td>
</tr>
</tbody>
</table>

PLEASE DO NOT SEND THIS SHEET TO ETV. KEEP FOR YOUR RECORDS.

The New York ETV Program is administered by Foster Care to Success
21351 Gentry Drive, Suite 130 • Sterling, VA 20166 • www.fc2success.org
APPLICATION FOR VA EDUCATION BENEFITS
(VA FORM 22-1990)

Use this form to apply for educational assistance under the following benefit programs:
- Post-9/11 GI Bill chapter 33 of title 38, U.S. Code
- Montgomery GI Bill (MGIB) chapter 30 of title 38, U.S. Code
- Montgomery GI Bill - Selected Reserve (MGIB-SS) chapter 1606 of title 10, U.S. Code
- Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) chapter 32 of title 38, U.S. Code, or section 901 or section 903 of Public Law 96-342

INFORMATION AND INSTRUCTIONS
FOR COMPLETING THE APPLICATION FOR VA EDUCATION BENEFITS

Do not use this form to apply for Vocational Rehabilitation and Employment benefits (chapter 31 of title 38, U.S. Code), Dependents Educational Assistance benefits (chapter 35 of title 38, U.S. Code), Marine Gunnery Sergeant John David Fry Scholarship (chapter 33 of title 38, U.S. code), Transfer of Entitlement, or National Call to Service (section 510 of title 10, U.S. Code). These benefits require different application forms that can be completed on-line and printed at www.va.gov/vaforms or can be obtained from the nearest VA regional office. They may also be available where you received this application.

INTERNET VERSION AVAILABLE - You may complete and submit this application on-line at www.benefits.va.gov/gibill. Click "Apply On Line" and select the "Education" option.

VA VOCATIONAL AND EDUCATIONAL COUNSELING HELP AVAILABLE - If you need help planning your individual educational and career goals, VA offers a wide range of counseling services to help you make these decisions. Services include educational and vocational guidance and such testing as necessary for you to develop a greater understanding of your skills, talents, and interests. For further information on VA counseling, call VA toll-free at 1-888-GI-BILL-1 (1-888-442-4551) or TDD at the Federal Relay, 711.

PART I

Item 3. The Department of Treasury requires all Federal benefit payments be made by electronic funds transfer (EFT), also called direct deposit (Direct Deposit is not available for Chapter 32 recipients). Please attach a voided personal check or deposit slip or provide the information requested in this item to enroll in direct deposit. If you do not have a bank account, you must receive your payment through Direct Express Debit MasterCard. To request a Direct Express Debit MasterCard you must apply at www.usdirectexpress.com or by telephone at 1-800-333-1795. If you elect not to enroll, you must contact representatives handling waiver requests for the Department of Treasury at 1-888-224-2930. They will address any questions or concerns you may have and encourage your participation in EFT.

NOTE: The numbers on the instructions match the item numbers on the application. Items not mentioned are self-explanatory.

This section provides an overview of the general eligibility requirements for various education programs. Additional requirements not listed on this form may be necessary.

NOTE: A specific single period of service may not be used towards establishing eligibility for more than one benefit. Therefore, once a period of service has been applied toward a specific benefit, that period of service may not be used again toward a different benefit. However, there is one exception to this rule. With regard to Chapter 33, a period of service beginning before August 1, 2011, can be used to establish eligibility to Chapter 33 even if it has already been used to establish eligibility to a different benefit.

PART II

ITEM 9A. You may be eligible for benefits under the Post-9/11 GI Bill, also referred to as chapter 33, if you served at least 90 aggregate days on active duty (excluding entry level and skill training) after September 10, 2001. You may also qualify if you were discharged due to a service-connected disability after serving at least 30 continuous days on active duty after September 10, 2001.

ITEM 9B. You may be eligible for the Montgomery GI Bill, also referred to as MGIB or chapter 30, if you served on active duty and meet certain conditions. NOTE: You do not have to be on active duty to apply for benefits under this program. You must meet any one of the following conditions (there are additional requirements):
   You first entered service on or after July 1, 1985, and you didn't decline this benefit at your initial entry into service
   OR
   You entered service (or agreed to delayed entry) before January 1, 1977, and you have educational assistance entitlement remaining under the Vietnam Era GI Bill (also known as "chapter 34")
   OR
   You were voluntarily separated under the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) programs and had your military pay reduced by $1,200
   OR
   You were involuntarily separated from active duty after February 2, 1991
   OR
   You were on active duty and a participant in the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) program on or before October 9, 1996, or you first entered the National Guard under title 32, U.S. Code, between July 1, 1985, and November 28, 1989, you elected chapter 30 benefits between October 9, 1996, and October 8, 1997, and you paid $1,200
   OR
   You were on active duty and eligible for VEAP benefits on October 9, 1996, you elected chapter 30 benefits between November 1, 2000, and October 31, 2001, and you paid $2,700.
ITEM 9C. You may be eligible for the Montgomery GI Bill - Selected Reserve Educational Assistance Program, also known as MGIB-SR or chapter 1606, if you are a member of the Selected Reserve and meet certain requirements, including a 6-year commitment. (The Departments of Defense and Homeland Security determine eligibility for this program.)

To expedite processing, attach a copy of your DD 2384, Selected Reserve Educational Assistance Program (GI BILL) Notice of Basic Eligibility. This form is also called a "NOBE." Your reserve unit should have issued this notice to you when you became eligible for the Montgomery GI Bill - Selected Reserve Educational Assistance Program. If you are unable to locate your copy, request a duplicate from your reserve unit.

ITEM 9D. You may be eligible for benefits under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), also known as Chapter 32, if your service began on or after January 1, 1977, and before July 1, 1985, and you contributed to a VEAP account.

You may be eligible for benefits under the Post-Vietnam Era Non-Contributory Veterans' Educational Assistance Program, also known as "Non-Contributory VEAP" or Section 903*, if your service began on or after November 30, 1980, and before October 1, 1981, and your branch of service paid contributions into your VEAP account.

ITEM 9E. If you are eligible for MGIB, MGIB-SR, OR REAP, you must elect to give up eligibility under the program for which you are eligible in order to receive benefits under the Post-9/11 GI Bill (chapter 33). If you are eligible for more than one of the programs listed (MGIB, MGIB-SR, and REAP), you are only required to give up one of the programs for which you are eligible in order to receive benefits under the Post-9/11 GI Bill. You may not receive more than a total of 48 months of benefits under two or more programs. If you elect chapter 33 in lieu of MGIB, MGIB-SR, or REAP and you have used MGIB in the past, your months of entitlement under chapter 33 will be limited to the number of months of entitlement remaining under the relinquished chapter 30 benefit on the effective date of your election. If you wish to elect to receive benefits under the Post-9/11 GI Bill, check the box next to the program (only check one box) you are giving up.

NOTE: An election to give up benefits under an existing program and receive benefits under the Post-9/11 GI Bill is IRREVOCABLE. You should carefully consider your decision before completing this section. If you need more information to make a choice, you should visit our website at www.benefits.va.gov/gibill or call our toll-free customer service number at 1-888-GI-BILL-1 (1-888-442-4551).

PART III

ITEM 10A. Self-explanatory, except for the following items:

"Vocational Flight Training." You must already have a private pilot's license. If you are taking an Airline Transport Pilot course, you must have a valid first-class medical certificate on the date that you enter training. For all other flight courses, you must have a valid second-class medical certificate on the date that you enter training.

"National Test Reimbursement." You can be reimbursed for the cost of approved tests for admission to, or credit at, institutions of higher learning.

"License or Certification Test Reimbursement." A licensing test is a test offered by a state, local, or federal agency that is required by law to practice an occupation. A certification test is a test designed to provide affirmation of an individual's qualifications in a specific occupation. Examples include EMT, CPA, MCSE, CCNP, etc.

"Tuition Assistance Top-Up." This benefit is payable only under MGIB and the Post-9/11 GI Bill programs. You can receive benefits to pay for the difference between what the military pays with Tuition Assistance (TA) and the total costs of these courses.

PART VIII

QUESTIONS ARE ONLY FOR APPLICANTS WHOSE SERVICE BEGAN BEFORE JANUARY 1, 1977, (or delayed entry before January 2, 1978). If you are currently married or if you have children under age 18 (under age 23 if in school), you should complete and return VA Form 21-686c. If your children are in school, you should also complete and return VA Form 21-674 for each child. If your parent(s) are dependent on you for financial support, you should complete and return VA Form 21-569. These forms may require additional documentation. VA cannot pay any additional benefits for dependents without properly completed forms and documentation. You can find VA forms 21-686c, 21-674, and 21-569 on-line at www.va.gov/VAforms.

ITEM 24. If you are certifying that you are married for the purpose of VA benefits, your marriage must be recognized by the place where you and/or your spouse resided at the time of marriage, or where you and/or your spouse resided when you filed your claim (or a later date when you became eligible for benefits) (38 U.S.C. § 103(e)). Additional guidance on when VA recognizes marriages is available at www.va.gov/opa/marriage.

ADDITIONAL HELP

If you need more help in completing this application, call VA TOLL FREE at 1-888-GI-BILL-1 (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal Relay number is 711. You can also get education assistance after normal business hours at our education Internet site www.benefits.va.gov/gibill.

HOW TO FILE YOUR CLAIM

Be sure to do the following:

(A) If you have selected a school or training establishment:

Step 1. Mail the completed application to the VA Regional Processing Office for the region of that school's physical address. See next page for the addresses of these VA Regional Processing Offices.

Step 2. Tell the veterans certifying official at your school or training establishment that you have applied for VA education benefits. Ask him or her to send your enrollment information using VA Form 22-1999, Enrollment Certification, or its electronic version.

Step 3. Wait for VA to process your application and notify you of its decision concerning your eligibility for education benefits.

VA FORM 22-1990, DEC 2016
(B) If you haven't selected a school or training establishment:

Step 1: Mail the completed application to the VA Regional Processing Office for the region of your home address. See the addresses below of these VA Regional Processing Offices.

Step 2: Wait for VA to process your application and notify you of its decision concerning your eligibility for education benefits.

<table>
<thead>
<tr>
<th>Eastern Region:</th>
<th>Western Region:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Regional Office</td>
<td>VA Regional Office</td>
</tr>
<tr>
<td>P. O. Box 4616</td>
<td>P. O. Box 8888</td>
</tr>
<tr>
<td>Buffalo, NY 14240-4616</td>
<td>Muskogee, OK 74402-8888</td>
</tr>
</tbody>
</table>

SERVES THE FOLLOWING STATES

<table>
<thead>
<tr>
<th>CT</th>
<th>DE</th>
<th>DC</th>
<th>MA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD</td>
<td>ME</td>
<td>NC</td>
<td>NH</td>
</tr>
<tr>
<td>NJ</td>
<td>NY</td>
<td>PA</td>
<td>RI</td>
</tr>
<tr>
<td>VA</td>
<td>VT</td>
<td>US Virgin Islands</td>
<td>Foreign Schools</td>
</tr>
</tbody>
</table>

APO/FPO AA

<table>
<thead>
<tr>
<th>AK</th>
<th>AL</th>
<th>AR</th>
<th>AZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>FL</td>
<td>GA</td>
<td>HI</td>
</tr>
<tr>
<td>ID</td>
<td>LA</td>
<td>MS</td>
<td>NM</td>
</tr>
<tr>
<td>NV</td>
<td>OK</td>
<td>OR</td>
<td>PR</td>
</tr>
<tr>
<td>SC</td>
<td>TX</td>
<td>UT</td>
<td>WA</td>
</tr>
</tbody>
</table>

Guam | Philippines | APO/FPO AP

Privacy Act Notice: The VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or title 38, Code of Federal Regulations, section 1.576 for routine uses (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain education benefits. Giving us your SSN account information is voluntary. Refusal to provide your SSN by itself will not result in the denial of benefits. The VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law enacted before January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, VA cannot process your claim for education assistance unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to determine your eligibility for education benefits (38 U.S.C. 3471). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB (Office of Management and Budget) control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb. If you have any comments or suggestions about this form or about how we can make this form easier to complete, please send them to the VA Information Management Service, Attention: OMB Control Number Review, 8100 Garside Drive, Silver Spring, MD 20910-5500. If you have any questions, please call 1-800-816-6798.
Helena Rubinstein Scholarship
2018 INFORMATION COMMING SOON
ProTrain Payment Plan - To help you still get that education you need to get on your career pathway, you merely pay ProTrain 50% down and start your payment plans, with the remaining balance divided by 4. When ProTrain has 100% of the retail, we enroll you in your course. If you change your mind, you call us and we refund your money that we have been holding against your learning plan.

To learn more about this or other options, please contact a Training Assessment Manager at 1-800-371-2963 or email us at protrain@protrainedu.org.

We look forward to working with you on your Education 2 Employment success!

Or click one of the logos below to learn more about other tuition assistance options.
Payment Plan

The Continuing and Professional Education Center payment plan allows you to pay your education expenses in smaller, more manageable monthly installments. There is a $40 per semester enrollement fee to participate and the payment plan is only available for classes costing $900.00 or more.

All students and families, regardless of need or financial standing, are eligible for these payment plans. There is no approval process.

To get started:
1. Choose the classes you are interested in.
2. Registrants will need a Learner ID. Click here to register as a student.
3. Visit yorkcpec.afford.com to enroll in the payment plan.
4. If you need further assistance or if you prefer to enroll by phone, please call 800-722-4867.

Frequently asked Questions

Q: What billing options are available for the Payment Plan?
A: The easiest, fastest and most convenient way to receive your bills is through our eBill option. Once you enroll in eBill, an email will be sent to you when your bill is ready for viewing in our secure online portal. You may also opt to receive paper bills by mail. You may elect to enroll in eBill at any time by logging into your account and updating your preferences.

Q: How can I access my account information?
A: You can access your account information at any time through our secure online portal. Once you login, you can view your account balance, view your bills, make a payment, and update your account information. If you require additional assistance, you may also call our Customer Care Center at 800-722-4867 or 401-921-3999 (outside U.S. and Canada) or send us an email at service@afford.com.