

RRHA's Resident Services Tuition Assistance Program

RRHA's Tuition Assistance Program maintains a limited number of spaces for training opportunities. The process is competitive and applicants are serviced on a first come basis. Applicants must complete all steps of the application process and provide the requested documents. The program can possibly assist participants for up to 2 years based on HUD funding. To receive initial consideration for any training services, applicants and their desired training must meet the following criteria. **(Please be aware that specific training opportunities may require applicants to meet other requirements in addition to those listed below.)**

- Applicants must be an adult resident of public housing
- Possess a High School Diploma or GED
- Complete a RRHA tuition assistance program application and produce required documents (diploma/GED, social security card, driver's license or identification card)
- Attend the Capacity Building Office General Orientation
- Complete required assessments
- Pass a drug screen
- Criminal background check
- Participate in an in-depth interview to determine suitability

Additionally, the applicant and requested training will be assessed utilizing the following criteria:

- Occupation in demand
- Career path leading to economic to self-sufficiency
- Training is an appropriate fit based upon current and assessed skills and aptitudes and background
- Personal goals/career path
- Training readiness
- School of choice is licensed and accredited
- Ability to share costs through federal financial aid

Additional information:

- The program does not assist with the following:
 - Cosmetology School
 - Real Estate Class
 - Tax Preparer Course
 - School loans in default

Process for entry into RRHA's Resident Services Tuition Assistance Program



Step 1 Complete Capacity Building Office Application for Tuition Assistance

Step 2 Attend the General Orientation

- You will receive an invitation to attend the orientation
- The orientation will begin at 9am and last until 12:30pm

Step 3 Take the Adult Basic Education (T.A.B.E.) assessment

- T.A.B.E. is given at the General Orientation
- T.A.B.E. consists of four **timed** sections, they are:
 - **Reading** – 25 minutes to complete
 - **Math Computations** – 15 minutes to complete
 - **Applied Math** – 25 minutes to complete
 - **Language** – 25 minutes to complete
- **To proceed to Step 4, you must score out at the 9th grade level in all four sections**

Step 4 Attend Career Assessment

- Complete career assessment questionnaire
- Discuss results of career assessment

Step 5 Interview with Program Manager

- Interview to determine compatibility for programming
- Bring Photo ID, Social Security Card & diploma/GED/ or unofficial transcript
- Bring in required documentation (**List given at career assessment**)
- Drug Screening
- Background Check

Step 6 Professional Development Workshops (Non-working candidates)

- Interviewing
- Dress for Success
- Professionalism
- Final paperwork

Step 7 Invoicing Established with School/Program

- Student begins classes

Application for Tuition Assistance Program



Name:
Street Address & zip code:
Contact Number:

Date of birth:
Housing Community:
Email:

EDUCATION

Highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

GED completion date:

Other education, training, license(s) or certificate(s), include dates:

Are you currently in school or a program? Yes No

IF "YES"

Which school/program do you attend?

What year are you? (freshman, sophomore, etc)

What is your major?

IF "NO"

Which school are you interested in attending?

Have you begun the application process at the school?

What degree/license do you plan to pursue?

ASSISTANCE TYPE

Which of the following types of assistance are you interested in receiving? (check all that apply)

Tuition Books Testing Fee(s) Application Fee(s) Other Fee(s)

Have you ever been convicted of a misdemeanor or felony? dates in the space below.

Yes No If yes, explain which and indicate

Work History (most recent employer first)

Employer 1:
Position:
Telephone #:
From: To:
Duties:

Address:
Supervisor:
May we contact: Yes No
Starting Wage: \$ Ending:

Reason for leaving:

Employer 2:
Position:
Telephone #:
Dates From: To:
Duties:

Address:
Supervisor:
May we contact: Yes No
Starting Wage: \$ Ending:

Reason for leaving:

I hereby certify that all information presented is true and complete. I further understand that all information on this application is subject to verification.

Applicant Signature:

Date:

