Date

Title Fname Lname

Any StreetCity, State Zip

Financial Aid Available

Dear Title Lname:

We’re writing to let you know that we will have financial aid funds available after October 31, 2013.

If you are still interested in applying for financial assistance to pay for school, training or for other work related needs, please come into any Workforce Solutions office to visit with a counselor and submit your application.

* **You must give us your application at least six weeks before you need the financial aid**
* You must visit us in person at one of our offices and work with a counselor to develop an employment plan before we award you a scholarship or other financial aid
* We do not reimburse you for loans you’ve already taken out to go to school or tuition that you paid before we authorized our assistance for your training
* If you are currently enrolled in school, you cannot use our scholarship assistance for your current courses or current costs

Please take the time to look at our web site for the Financial Aid Application and information about how to qualify. We look forward to seeing you.

Sincerely,

Workforce Solutions

1-888-469-5627

Attachment: Workforce Solutions Financial Aid

Workforce Solutions

Financial Aid

**Helpful Information**

* On the Web at: [www.wrksolutions.com](http://www.wrksolutions.com)
* Careers we support with scholarships: <http://www.wrksolutions.com/jobs/occupationindemand.html>
* Application form: <http://www.wrksolutions.com/aid/how_to_apply.html>
* Find the closest office: <http://www.wrksolutions.com/jobs/careeroffices/careeroffices.aspx>

**How you Qualify**

* Be a resident of our area: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, or Wharton counties
* Complete our Financial Aid Application and provide proof of eligibility by the deadline (usually 10 business days from the time of the request for specific documents)
* Meet eligibility requirements including age, family income level, work status, and others by providing us certain documents
* Choose a course of study supported by Workforce Solutions scholarships
* Attend a school approved by Workforce Solutions

**Common Documents**

The following are some of the documents we may ask you to provide after you submit your application

* Proof of U.S. citizenship or ability to work in the United States
* Proof of income for all working household members
* Proof of layoff (such as a letter from your employer) and/or unemployment insurance benefit documents
* Proof of age if you are applying as a “youth”

**How you keep your scholarship**

* Think carefully about your goals - You may only change your course of study (major) once
* Keep in touch – we need to know you started training, dropped a course, made course changes, changed course of study (major), withdrew from school
* Make your grades – maintain at least a C average and stay off academic probation