



Lorain Metropolitan Housing Authority

Public Housing Education Policy

Educational Assistance is for Public Housing residents only.

Lorain Metropolitan Housing Authority (LMHA) is committed to providing the best possible service to residents and their families. LMHA's philosophy, as determined by the Executive Director and the Resident Services Department, is that support of the educational program of its residents through financial assistance is in the best interest of LMHA. The knowledge and skills obtained through continued education and training results in a more effective individual, which is within the focus of the Authority's mission to provide safe, affordable, and decent housing for LMHA's residents and surrounding communities. LMHA's Resident Services Department works with the Lorain Area Resident Council (LARC) and the Resident Advisory Board (RAB) to allocate a portion of the Resident Participation Fund budget for many supportive services, including educational assistance.

The purpose of the Education Fund is to provide the financial means for all residents to improve work skills and achieve individual and educational goals. With this financial assistance, the cost of pursuing further education is decreased, giving residents the opportunity to advance and obtain new or enhanced job skills.

Eligible Coursework

The following coursework is eligible for LMHA's educational assistance, up to \$500 per fiscal year (July 1st-June 30th) per individual: Undergraduate or vocational courses taken for credit leading to a degree, certificate, or diploma; non-degree courses; high school equivalency or G.E.D. classes and/or testing; and health, fitness, or recreational courses that are required for a degree. Funds must be used for tuition, registration, lab, tools, supplies, and/or book fees. **Funds used for tools or supplies will be determined on a case-by-case basis.** *The Resident Services Department reserves the right to request additional information as needed. If the eligibility of a program or class is questioned, a final determination shall be made by the Resident Services Department.*

Approved Educational Institutions

Any accredited (locally or nationally) educational institution, training center, or training program may be approved for this program. *If the facility is in question, the final approval regarding the eligibility of the education institute, training class, seminar, or workshop will be determined by the Resident Services Department. The Executive Director has the right to deny any application.*

Application Process

After completion of the Application for Financial Assistance for Education and the Resident Services Education Policy Agreement (on back of application), forms must be returned to the Resident Services Department along with **ALL** supporting documentation:

- Class schedule and description of program (if applicable)
- Supporting documentation from educational institution that applicant does not qualify for federal or state funding - if applicable, applicant must provide an award letter showing all available funding sources, including but not limited to scholarships, grants, loans, etc. (LMHA may complement federal or state funding if proof is submitted explaining the need for additional funds)
- Documentation of tuition, registration, lab, and/or book fees for which applicant is applying

After completed application and all supporting documentation are received, the Resident Services Department will determine eligibility. If eligible, LMHA's accounting department shall issue payment directly to the educational institution on the participant's behalf. If request is denied, the participant will be notified in writing of the reason for denial. A denial may be appealed to the Executive Director, in writing, within five (5) business days of the receipt of notification.

Applicant's Responsibility

Interested residents must submit an application for educational assistance at least four (4) weeks in advance of course registration deadline. *Please take into account that eligibility determination can take up to two weeks once completed application is received. Please plan accordingly.* Applicant is solely responsible for determining educational institution, course of study, class schedule, registration, transportation, and class attendance.

Upon completion of the course for which educational assistance was awarded, the participant must submit to the Resident Services Department proof of completion (ex. report card, letter from the instructor on school letterhead verifying attendance and completion, certificate, or diploma). First-time recipients of educational assistance must receive a grade of "C" or higher. Additional grade or GPA standards may be implemented for recipients who have utilized educational assistance in the past. If a class is dropped or failed, the participant must notify the Resident Services Department in writing and may be asked to reimburse LMHA the full amount of the financial assistance. If a reimbursement is received from the educational institution for dropped courses, it must be returned to LMHA. A participant must remain in good standing throughout the course of study, otherwise repayment of funds may be required. Failure to provide the required documentation as proof of completion will result in the participant's inability to acquire additional funds and/or repayment to the Housing Authority of funds received.

If you have any additional questions or concerns, please feel free to contact the Resident Services Department at (440) 288-7437. We look forward to hearing from you and good luck on your educational endeavors.

Lorain Metropolitan Housing Authority - Application for Financial Assistance for Education

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Please fill out the following information as completely as possible:

Name of Education Institution: _____

Please indicate the degree, certificate, etc. that you are working towards: _____

	Course 1	Course 2	Course 3
Course Name			
Begin Date			
End Date			
Tuition Fee			
Registration Fee			
Lab Fee			
Book Fee			
Other (please explain): _____			
Total Amount Requested:	\$ _____		

YOUR APPLICATION IS ONLY COMPLETE AFTER YOU HAVE SIGNED THE RESIDENT SERVICES EDUCATION POLICY (ON THE BACK OF APPLICATION) AND PROVIDED ALL SUPPORTING DOCUMENTATION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Signature: _____ Date: _____

COMMITTEE USE ONLY

Date Received: _____ Resident Eligibility: _____
 Total Amount: _____ Budget Available: _____

Committee Member Signatures:

APPROVED	DENIED



Resident Services Education Policy Agreement

I, _____, understand that my request for financial assistance for education has been submitted to the LMHA Resident Services Department.

I understand that I must remain in good standing (as defined by the Resident Services Education Policy) throughout the duration of the coursework or my financial assistance may be rescinded (that is, I may be required to repay LMHA for this assistance).

I understand that I am responsible for attending classes and performing the work in as conscientious a manner as possible.

I understand that this policy permits one (1) dropped or failed course without penalty of repayment (proof of hardship required). If a second course is dropped or failed, I may be required to repay LMHA the full amount that LMHA has expended for this second course.

I understand that if I fail a course due to my own neglect, such as non-attendance of the class, then I may be requested to repay LMHA the full amount that has been expended, even if this failure is my first under this policy.

I understand that if I am evicted from my unit while enrolled in this course, then I may be asked to reimburse the full amount expended for this course.

I have read and understand the Resident Services Department Education Policy and this agreement. I promise to abide by all the rules of the policy and of this agreement.

Signature: _____ Date: _____