

Michael's Way Inc. raises funds to assist low-income adults in gaining technical education certification that increases earning potential above the poverty level. Michael's Way is unique, assisting those not eligible for traditional funding.

MICHAEL'S WAY PROCEDURES

Eligible candidates will be obtained by promoting the Michael Way Foundation at the Monthly Quick Jobs Open Houses, Program Managers Recommendations, Front Office Desk referrals and other referrals from miscellaneous sources.

Interested prospects will be required to complete a Michael's Way Application. Each candidate will need to have a clear occupational transition training plan. Included in the application packet will be a Tuition Assistance Form detailing all costs involved in the training process. This important information will be obtained only by the Program Manager or related training expert personnel. This comprehensive packet is to be mailed to Michael's Way by the perspective candidate.

The submitted application packets will be screened by the Michael's Way Foundations Educational Committee. Prospective candidates will be personally interviewed. The Educational Committee will submit recommended candidates to the Michael's Way Board for final approval. The goal is to approve candidates in a timely manner.

Michael's Way Board member will send electronically the approved candidate's application submittal including the tuition assistance budget form or fax to:

Valisa Smith
Buck Mickel Center
216 S. Pleasantburg Drive, Room 226
Phone: (864)250-8810
Fax: (864)250-8256
Email: Valisa.Smith@gvltec.edu
www.gt BMC.com

The approved candidates will call **Valisa Smith** to set-up an appointment to register for the classes, receive a book voucher, and obtain a printout of the course requirements and class schedule.

A separate copy of the finalized registration packet will be mailed to a selected Michael's Way Representative. Another copy will be provided to the Buck Mickel Center business office for invoicing.

If Valisa Smith is not available then please contact **Steve Hand**: (864) 250-8249 or Steve.Hand@gvltec.edu to answer any questions or to coordinate the registration process.

MICHAEL'S WAY PROCEDURES CHECK-LIST

Michael's Way, Inc. raises funds to assist low-income adults in gaining technical education certification that increases earning potential above the poverty level. Michael's Way is unique in the way it assists those not eligible for traditional funding.

Print Name: _____

Address: _____ City: _____ State: _____

Phone Number: _____ Social Security: _____

Email: _____

- Complete a Michael's Way Application
- Discuss Occupational Transition Training Plan with Program Manager or related training expert personnel
- Meet with Program Manager to complete the **Tuition Assistance Form** (Detailing all costs involved in the training process)
- Mail completed information to: **Michael's Way, Inc. P.O. Box 6543, Greenville, SC 29606-6543**

Note: Allow 1-2 weeks to receive approval information upon completion and submittal of the entire Michael's Way packet.