

Distance Learning Incentive Scholarships Procedures

WEST ABE is encouraging adult learners to supplement their classroom work with distance learning, yet the lack of a home computer is a barrier to roughly a third of our students. To address this issue WEST ABE has set up a scholarship fund to:

- Motivate students who are dual-enrolled (enrolled in face-to-face and distance learning classes) to attend class consistently and complete extra practice outside of class.
- Provide assistance to students who want to participate in distance learning but need a home computer to do so.

Requirements for Student Eligibility

Students must:

- Be enrolled in a WEST ABE class.
- Accumulate 100 hours of distance learning (proxy) hours for computer cost coverage or 100 hours of distance learning hours for 100% computer cost coverage.
- Have a completed Distance Learning Goal sheet on file.
- Take TABE or CASAS tests after accumulating 40 attendance hours.
- Fill out a *Home Computer Application* form and meet income-eligibility guidelines.

Payment Logistics

Paperwork

- Students must complete the *Home Computer Application* form.
- Teachers/coordinators must complete the *Eligibility* and *Authorization* sections and discuss the *Agreement* section with the student.
- A copy of the completed application should be faxed or e-mailed to Jill Dechaine.
- The original application form must be kept on-site at the learning center.
- Applications are due on the 15th of each month, and computer distribution will happen at the end of each month.

Fees

- Home computer funds will be distributed on a first-come, first-served basis. WEST ABE will pay PCs for People directly. No funds will be issued to students.
- According to an agreement with PCs for People, WEST ABE will pay PCs for People's organizational rate (current rates sheet will be on file with Jill Dechaine in the financial office).

Computer Pick-up

- Teachers will submit computer orders to PC's for People each month, and work with the teachers on distribution. Learners will receive a desktop/laptop computer with Microsoft Office installed.

* Note: Students are responsible for internet connection and all repairs and maintenance to computers once distributed.

PCs for People
1481 Marshall Ave. St. Paul, MN 55104
info@pcsforpeople.org
(651) 354-2552