



PROGRAM FOR
CONTINUING EDUCATION

Program for Continuing Education Policy Guidelines and Procedures



I. Purpose

The P.E.D. Program for Continuing Education is a need based grant program providing one-time financial assistance to women whose education has been interrupted and who find it necessary to return to school to complete a degree or certification that improves their marketable skills for employment to support them.

II. Eligibility

A. A woman is eligible for recommendation by a local chapter if she:

- is a citizen or legal permanent resident of the United States or Canada;
- is enrolled in a certification or degree program;
- is living and studying in the United States or Canada for the entire course of study;
- has had at least 24 consecutive months as a nonstudent sometime in her adult life;
- is within 24 consecutive months of completing her educational program which, at the conclusion of, will lead to employment or job advancement.

B. A woman is not eligible for grant consideration if she:

- is requesting the grant for use in prerequisite courses needed to secure admission into another program of study;
- is choosing immediate continuation of her education beyond the current program for which the grant is requested;
- is enrolled in a doctoral degree program.

C. A chapter recommendation must be submitted no less than 10 weeks prior to the start date of the term for which the grant is requested, however, it cannot be accepted more than four months in advance of that date.

- D. Grants may be awarded for one term of academic or technical courses, including online programs offered by an educational institution in the United States or Canada.
- E. The applications of individuals who satisfy these eligibility criteria will be evaluated on a nondiscriminatory basis without consideration of race, national origin, religious affiliation, disability, or P.E.D. connection.

III. Amount of Grant

The maximum grant is \$3,000. A request for less than a maximum grant is encouraged when the full amount is not essential. The total grant awarded is based on the availability of funds and applicants' individual needs. Regardless of the amount awarded, recipients are only eligible to receive one PCE grant.

Grants to Canadian women will be paid in Canadian dollars unless attending an educational program in the U.S.; then payment may be in U.S. dollars if requested by the recipient.

IV. Use of Grant

The money is intended as a grant-in-aid for educational expenses such as:

- tuition;
- books and supplies;
- testing and graduation fees;
- transportation (only for estimated cost of gas, parking, and local bus fare, not for automobile loan payments or maintenance);
- childcare (only while in class or studying);
- uniforms required by the educational program;
- equipment/tools necessary for the course of study.

The grant is not to be used for living expenses, to repay educational loans or personal debt.

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