

# INCREASE CDC Training Program: Registration Information

## General Guidelines

- All fees must be **paid in full** by the 1<sup>st</sup> day of class
- A \$30.00 processing fee will be assessed for all returned checks.

## Refunds

- No refunds will be given after the **second** class. After such time, students are responsible for full payment regardless of completion of the course.

## Discounts and Financial Assistance

- Low-to-moderate income (LMI) individuals may request financial assistance for the *Developing a Business Plan* class by submitting a financial assistance form available at the INCREASE CDC office.
- Alumni receive a 20% discount on any class
- Check the current class schedule for any Early Bird Discounts
- Any spouse of a registered student in the *Developing the Business Plan* course can attend the class at 50% off the regular price.

## Payment Options

- In Person

Students may make payment prior to the first class session at the INCREASE office located at 3146 Agler Rd. Payment can be made by money order, check or Visa/MasterCard

- By Phone

Students may pay with a Visa/MasterCard by phone by calling INCREASE CDC at (614) 476-1758.

- By Mail

Students may send money order, check or credit card information by mail to:

INCREASE CDC, 3146 Agler Road, Columbus, OH 43219

*(Please do not send cash by mail.)*

- Online

Students may pay by Visa/MasterCard/Discover/American Express/Bank Card on our website at [www.increasecdc.org](http://www.increasecdc.org).

# INCREASE CDC Training Program: Financial Assistance

Financial assistance is available to individuals applying for the INCREASE CDC *Developing the Business Plan* course. Individuals must be of low-to-moderate income households who are at or below 200% of the poverty level set forth by the U.S. Department of Health & Human Services. In order to be considered for financial assistance, a training program application and financial assistance form must be completed and submitted to INCREASE CDC at least one week prior to the first day of class. Complete household information and proof of income must be provided for consideration. The income guidelines are listed below.

## The 2010 Poverty Guidelines for the 48 Contiguous States and the District of Columbia 200% Poverty Level

Persons in Family	Poverty Guideline
1	\$21,660
2	\$29,140
3	\$36,620
4	\$44,100
5	\$51,580
6	\$59,060
7	\$66,540
8	\$74,020

For families with more than 8 persons, add \$3,740 for each additional person.

### Submission Guidelines:

- The financial assistance form must be submitted with a training program application **at least one week prior to the first day of class**
- Documents may be:
  - Mailed to INCREASE CDC 3146 Agler Rd., Columbus, OH 43219
  - Faxed to (614) 476-3645
  - Emailed to [info@increasecdc.org](mailto:info@increasecdc.org).

### Acceptance:

Prior to the first day of class, applicants will be notified by U.S. mail or phone regarding the status of their request for financial assistance. Further instruction, if needed, will be given at that time.