Governor’s Emergency Education Relief (GEER) Fund

PROGRAM GUIDE

BACKGROUND INFORMATION

The Governor of the State of Maryland has established a scholarship fund to assist Maryland residents that have been impacted by the COVID-19 virus enroll in workforce development training classes that lead to a labor recognized credential. This is in an effort to assist students in returning to work quickly. Montgomery College will award these scholarship funds to eligible students as long as funds are available.

Students may qualify for support in one or more of three areas: course tuition and fees; technology and book requirements; other fees. Depending on participant needs and available resources, students may use this funding for

- Course tuition and fees up to $3500 per participant
- Technology requirement related to course instructions up to $1,000 (one-time voucher) per participant for approved courses that is 18 hours or more.
- Other fees (e.g. certification/licensing, testing fees) up to $500 per participant

Students may also receive additional support with career planning and education decisions, referrals for social services, and job search services.

Applications will be accepted on a first come-first serve basis, until all funding is awarded.

ELIGIBILITY

Applicants must:

- Be a current Maryland resident
- Be legally eligible to work in the US at the time of the application submission
- Have their employment status affected by COVID-19 – this includes a job loss, reduction in hours/pay, unstable employment, or challenges finding new employment
- Not owe any more than $5,000 to Montgomery College and/or be in collections.

RULES

- This scholarship targets Maryland residents who have had their employment affected by COVID-19. This includes a job loss, reduction in hours/pay, unstable employment, or challenges finding new employment.
- Students may qualify for support in one or more of three areas: course tuition/fees; technology requirements; other fees. Depending on requirements and available resources, students may use this funding for
• Tuition and fees up to $3,500 per participant for approved courses
• Technology requirements related to instruction up to $1,000 (one-time voucher) per participant
• Other fees (e.g. certification/licensing fees, testing fees) up to $500 per participant.

• Funding may be used for GEER approved courses only. Please see the Approved GEER Courses list. If there is a certificate class that you do not see, please ask us for more information.

• Before applying students should select a career area and a course. See below “Before You Apply” for more information.

• There is no guarantee that there will be a seat available in the selected class. Some classes may be cancelled if enrollment is low. For best results, apply as early as possible and stay flexible.

• Monitor Montgomery College COVID-19 information page for the latest information about remote instruction.

• Funding may not be used to cover past due bills.

• If students have another financial aid or another source of payment for the class, they cannot receive a GEER tuition scholarship. For example, if a student has another tuition scholarship, or has an employer who will pay for the class, or has a tuition waiver they will not be eligible for GEER funding to cover tuition.

• Students must be enrolled in a GEER approved Montgomery College WDCE approved course in order to qualify for technology or credentialing/supplies funding.

• Students may not use other WDCE scholarships at the same time as using GEER funds.

• In some cases, students can receive funding for two or more classes in a sequence. However, students will receive that funding for one course at a time. If the student does not pass the first course, they will not be eligible to receive funding for the remaining courses.

• Students must begin to use the GEER scholarship as soon as it is offered and as class is available. Students cannot save the scholarship for later in the year.

• There are no refunds on unused money or technology/book vouchers.

• Students must meet all course requirements for participation, attendance, and assignments in order to have testing/credential fees covered.

• Students should be aware that some classes and jobs require background checks (e.g. crimes, financial, immigration status). Students are encouraged to share any information with staff that might impact a job search, so that staff can provide the appropriate information and support.

• Students can lose funding if they do not meet the responsibilities listed.

STUDENT RESPONSIBILITIES
Students who receive a GEER scholarship must

• Choose one program area to study and select only approved courses for that area.
• Complete the application form and upload required documents as instructed and by the deadline provided.
• Sign up for the class by the deadline given.
• Use any vouchers by the deadline given.
• Follow all course policies established by the instructor, including attendance.
• Tuition and fees are paid based on attendance compliance.
• Complete all of the coursework to include homework and tests.
• Be prepared to work with a tutor, teacher, or College support for extra help as needed.
• Be prepared to look for a new or better job.
• Respond to Montgomery College staff follow-up questions regarding program progress and needs.
• Agree to have basic data collected on program participation and outcomes, including success in the course, credentials earned, and employment.
• General response to communications should be 48-72 hours or less if topic is time sensitive.
• Please respond to communications in a timely matter.
• If you are approved and registered for class, check your MC email for communications from the instructor. If you have difficulties accessing your MC email, you can contact https://info.montgomerycollege.edu/offices/information-technology/services/index.html
• Ask questions as needed on approved courses (program contact information is provided)

Before You Apply

Before you apply, please do the following:

1. Prepare your Acceptable Documents for submission.
2. Choose one program area to study and select only approved courses. If you need help choosing a career area, contact the Educational Opportunity Center at 240-578-2076 (during normal business hours) or email MCEOC@montgomerycollege.edu. You can also reach out to GEER at to schedule an appointment with a student advisor.
3. Choose your course from List of Approved GEER Courses. If you have questions about which course is right for you, email the program information contact listed here.

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<tr>
<th>Career Area</th>
<th>Courses</th>
<th>Program Information Contact</th>
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<tbody>
<tr>
<td>Health Sciences</td>
<td>Nursing Asst</td>
<td><a href="mailto:Wendy.Wells@montgomerycollege.edu">Wendy.Wells@montgomerycollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Pharmacy Tech, Clinical Medical Assistant, Phlebotomy and others</td>
<td><a href="mailto:Joanna.Piotrowska@montgomerycollege.edu">Joanna.Piotrowska@montgomerycollege.edu</a></td>
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<tr>
<td>Information Technology</td>
<td>See list of approved courses</td>
<td><a href="mailto:MaryAnn.Behme@montgomerycollege.edu">MaryAnn.Behme@montgomerycollege.edu</a></td>
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<tr>
<td>Building and Technical Trades</td>
<td>See list of approved courses</td>
<td><a href="mailto:Dallas.Davenport@montgomerycollege.edu">Dallas.Davenport@montgomerycollege.edu</a></td>
</tr>
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<td>Early Childhood Education</td>
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<td><a href="mailto:Nelida.Andres@montgomerycollege.edu">Nelida.Andres@montgomerycollege.edu</a></td>
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<td>Business</td>
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<td><a href="mailto:Liz.Sepulveda@montgomerycollege.edu">Liz.Sepulveda@montgomerycollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>Income Tax Preparation</td>
<td><a href="mailto:Stacey.FreemanGottfried@montgomerycollege.edu">Stacey.FreemanGottfried@montgomerycollege.edu</a></td>
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<td></td>
<td>Cosmetology</td>
<td><a href="mailto:Stacey.FreemanGottfried@montgomerycollege.edu">Stacey.FreemanGottfried@montgomerycollege.edu</a></td>
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<td>Coaching, Project Management, Human Resources, Certified Internal Auditor</td>
<td><a href="mailto:Transcie.Almonte@montgomerycollege.edu">Transcie.Almonte@montgomerycollege.edu</a></td>
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<td>Transportation</td>
<td>See list of approved courses</td>
<td><a href="mailto:Sharon.Maxwell@montgomerycollege.edu">Sharon.Maxwell@montgomerycollege.edu</a></td>
</tr>
</tbody>
</table>
APPLICATION

Eligible applicants will receive an email with the link to the full application and to a secure Dropbox folder. Applicants must complete the application and upload their documents to Dropbox in a timely manner.

The following documents are required for your application:

- Completed Montgomery College GEER Funding application, provide in your email.
- One document in each of these categories to verify: (See Acceptable Documents for details.)
  - Maryland residence
  - Employment authorization
- If you know what course you are interested in, you may submit a registration form

Application is not complete until all documents are received, including the registration form.

Students should apply as soon as possible because some classes fill very quickly.

After you apply, please wait for a Montgomery College staff member to review your application and contact you by phone or email. Please be sure to respond quickly to move your application along in a timely manner. If you have questions at any point, email us at GEER@montgomerycollege.edu.

SELECTION OF RECIPIENTS

The scholarship is awarded without regard to race, color, creed, religion, sexual orientation, age, gender, disability, or national origin. Awards will be based on documented needs and eligibility criteria. Awards will be made on an ongoing basis as long as funding is available.

Students will be selected for funding based on their eligibility, the funding criteria, application information, and supporting documents. Applying for a scholarship does not guarantee an award. Students must agree to accept the decision as final.

AWARD PROCESS

Once a student is approved for funding, they will receive an email with instructions on next steps. If participants do not follow these directions carefully, they will lose the funding. Awards will be made on an ongoing basis as long as funding is available.

CHANGES

Montgomery College staff may make changes to the program at any time.

ADDITIONAL INFORMATION

For questions, please contact GEER@montgomerycollege.edu