



P.E.O. Program for Continuing Education

POLICY GUIDELINES AND PROCEDURES – 2014-2015

POLICY GUIDELINES

I. Purpose

The P.E.O. Program for Continuing Education is a grant program providing financial assistance to women whose education has been interrupted and who find it necessary to return to school to support themselves and/or their families. They must demonstrate a need for financial assistance with their educational expenses to improve their marketable skills for employment. The grant is not intended to be used in covering the cost of prerequisite courses which may be necessary for securing admission to an educational program. A PCE grant is not intended for those choosing immediate continuation of their education beyond the current program for which the grant is requested.

II. Eligibility

A woman is eligible to apply for a grant from the P.E.O. Program for Continuing Education if she:

- is sponsored by a P.E.O. chapter;
- is a citizen of the United States or Canada;
- 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; and
- is not enrolled in a doctoral degree program.

Grants may be awarded for academic or technical courses including online programs offered by educational institution in the United States or Canada.

The applications of individuals who satisfy the eligibility criteria set forth above will be evaluated by the trustees on a nondiscriminatory basis without consideration of race, national origin, religious affiliation, or disability, with the primary consideration being the applicant's demonstrated overall need for assistance.

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. Applicants are eligible to receive only one PCE grant.

Grants to Canadian women will be paid in Canadian dollars. The only exception will be if the Canadian recipient attends a U.S. university and incurs expenses in U.S. dollars; 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.

PROCEDURES FOR SPONSORSHIP

I. Interview

When a local chapter identifies a prospective applicant, the chapter chairman will schedule an interview. The PCE *Pre-Application Eligibility Worksheet* and the *Pre-Application Income and Expense Worksheet*, available on the PCE portion of the P.E.O. International website, are to be used by the interviewing committee. No guarantee should be given as to eligibility or the probability of receiving a grant in the amount requested.

II. Chapter Approval

Chapter approval is granted by a majority voice vote at a regular or special meeting.

III. Recommendation Process

A chapter recommendation cannot be submitted more than four months or less than ten weeks prior to the beginning of the term for which the grant is requested.

Once the recommendation is reviewed, instructions will be emailed to the applicant, including the specific deadline for submitted her completed forms.

PCE recommendations may only be submitted electronically using the online *Chapter Recommendation Form and Letter*. Instructions and form can be found on the PCE portion of the P.E.O. International website. The chapter recommendation may not be written by a family member.

IV. Due Date for Completed Application

Each applicant is given 30 days from the date she receives the email from the PCE Supervisor to complete and submit her forms. The local chapter contact will be sent an email with the applicant's submission deadline and should follow up with the applicant to make certain she submits her information on or before the submission deadline date.

V. Presentation of Grant

When a grant is approved, the check is mailed to the sponsoring chapter to be presented personally to the recipient. The check should be cashed promptly; the check is void 90 days after issue date and will not be reissued. In the event the recipient is unable to begin her studies as scheduled, the grant check should be returned to the PCE office.

VI. Chapter Involvement

Local chapters are encouraged to become involved in developing the potential of women in their own communities. The personal interest and encouragement shown by the chapter members are often as important as the grant itself in assisting the student as she faces a change in her life situation. The P.E.O. Program for Continuing Education is a combined effort of all P.E.O. members, the sponsoring chapter, and the grant recipient.