



## PCE ANSWERS TO FREQUENTLY ASKED QUESTIONS

**Q: How do I access PCE's section of the P.E.O. International website?**

A: Login to the P.E.O. Member Site on the International Website, hover over "P.E.O. Projects", and click P.E.O. Program for Continuing Education. Members can then choose *Eligibly Requirements, Meet the PCE Recipients, Chapter Resources or Have a PCE Candidate? Get Started Now.*

**Q: Can an applicant apply for both an ELF loan and a PCE grant?**

A: Yes. The recommendations can be submitted at the same time or at different times.

**Q: Can our chapter sponsor an applicant from another city or state?**

A: Yes, but the chapter must still conduct an interview. If an in-person interview is not possible, a candidate may also be interviewed by conference call or visual computer call. Email interviewing is not recommended.

**Q: Can a woman receive more than one PCE grant?**

A: No. Regardless of the amount awarded, it is a onetime grant.

**Q: Are PCE grants available for women seeking vocational or technical degrees?**

A: Yes. A woman enrolled in an accredited non-collegiate commercial or technical program, or vocational program at a college or university is eligible. Grants are also awarded for on-line programs as long as she lives and studies in the United States or Canada for the entire length of her program.

**Q: When should the application process begin?**

A: The applicant must have been accepted into her program of study and be within 24 consecutive months of completing the program for which the grant is requested. 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.

**Q: What is PCE's definition of "the term for which the grant is requested"?**

A: An academic term is a portion of an academic year during which an educational institution holds classes. The tuition and fees assessed at the time of registration would cover the education offering during the specific time. A term can be a quarter, (10 weeks), trimester (12-14 weeks) or semester (15-18 weeks). An example of a term beginning and end date would be classes/courses starting in January and ending in late April or early May of that same year. A candidate's term can be determined by reviewing the class/course schedule and comparing it to the above periods. The candidate's financial aid office or advisor should be able to assist in determining a "term" for online, certification or technical courses.

**Q: What is considered a 24 month break in education?**

A: The applicant must have had at least one 24 consecutive month period without enrollment in ANY type of educational program sometime in her adult life.

**Q: How can the interview team best prepare for the applicant interview?**

A: Use the tools available on the PCE portion of the P.E.O. website. Be familiar with the *PCE Policy Guidelines and Procedures*. Print a copy of *Interviewing the PCE Grant Candidate*, the *Chapter Pre-Application Eligibility Worksheet* and the *Candidate's Pre-Application Income and Expense Worksheet for use during the interview*. Mail or email a copy of the third document (*income and Expenses Worksheet*) to the candidate prior to the interview so she can come prepared to answer the chapter's questions regarding her financial need.

**Q: What is the next step in the process after completing the applicant interview?**

A: The chapter contact, with the support of the interview team, can access the online *Chapter Recommendation Form (CRF), Have a Candidate? Get Started Now* on the PCE portion of the International website. Step by step instructions are included with the application tools.

**Q: How does the applicant access her form and submit her completed form?**

A: The PCE Project Supervisor at the Executive Office reviews each *CRF*. Once deemed complete, the applicant will be sent email instructions covering the steps necessary in order to submit her application form. Applicants are given 30 days from the date the email is sent from the project supervisor to complete and submit her form. **The chapter must keep in touch with the applicant on a regular basis until notification of the board of trustee evaluation is received.**

**Q: When does the applicant receive the awarded grant funds?**

A: Once a grant is approved, the award check is mailed to the chapter contact listed on the *CRF* and should be presented personally to the recipient, preferably at a chapter meeting. The check should be cashed promptly; the check is void 90 days after issue date and will not be reissued.

**Q: How can the chapter remain involved with the PCE grant recipient?**

A: Keep in touch with her throughout her course of study. **Encourage her, show interest in her education, and follow her progress carefully.** 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.