

## BE\$T Business Basics Application Process

Thank you for your interest in attending our business training program. The first step is to fill out the pre-registration form. If you meet the criteria for our next class, you will be sent an application form to fill out and return with the required documents.

**Applications:** email to [BE\\$T@kcr.org](mailto:BE$T@kcr.org); mail or drop off at: 845 8<sup>th</sup> Street, Bremerton, WA 98337.

**Tuition Fees:** The BE\$T program operates on a sliding scale tuition fee. We use your **total household** income to determine eligibility based on the number of people in your household. Income guidelines are based upon what your household income is **at the time you apply**.

Household Size	\$60 Fee If household income is less than:	\$125 Fee If household income is less than:	\$250 Fee If household income is greater than:
1	32,950 (19,800*)	52,750	52,750
2	36,650 (22,600*)	60,250	60,250
3	42,350 (25,450*)	67,800	67,800
4	47,050 (28,250*)	75,300	75,300
5	50,850 (30,550*)	81,350	81,350
6	54,600 (32,800*)	87,350	87,350
7	58,350 (35,050*)	93,400	93,400
8	62,150 (37,300*)	99,400	99,400

\*tuition reduction or scholarships may be available for household incomes below ( ) amounts.

**Payment for tuition is due before the start of the first class.**

**Income Verification:** If you are accepted into the Business Basics class, you will need to provide proof of income prior to the first day of class. We ask for:

- Proof of income for each household income source; and
- HUD Self Certification form.

Acceptable forms of income verification include:

Employment	Self-Employment	Public Assistance
<ul style="list-style-type: none"> <li>• Pay stubs</li> <li>• Tax forms 1040 or W-2</li> <li>• Letter from employer</li> <li>• Signed personal certification of income</li> </ul>	<ul style="list-style-type: none"> <li>• Tax form</li> <li>• Bank statement</li> <li>• Other records</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Benefits (food stamps, SSI, TANF, other)</li> </ul>

**Documents needed prior to the first class:**

- **Payment for the class**
- **Proof of income (copies to leave with me)**
- **Signed HUD income self-certification letter**