

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-application form on our website and if you are accepted you will be sent the application forms to fill out online.

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 your household income is less than:	\$125 Fee If your household income is less than:	\$250 Fee If your household income is more than:
1	22,900	38,150	61,000
2	26,150	43,600	69,700
3	29,400	49,050	78,400
4	32,650	54,450	87,100
5	35,300	58,850	94,100
6	37,900	63,200	101,050
7	40,500	67,550	108,050
8	43,100	71,900	115,000

Payment for tuition and supporting documents are 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 for the **three months** prior to the first day of class. We ask for:

- Proof of income for each household income source (see list below)
- HUD Self Certification form. (this will be emailed to you, to check and sign after you submit your application)

Verification of income for the last three months (prior to class start month)

Please provide supporting documents for **one** of the following:

- **Employment** paystubs or payroll printout
- **Public assistance EBT (food stamps) /TANF** Award letter or history report
- **Unemployment:** you can request a history report from Employment Security at the Worksource office if you do not have access to a printer
- **Self-employment** Business license, bank statements, business earnings
- **Social Security, SSI, Veterans Benefits, Pension, Retirement, Annuity, 401K** award letter that covers the 3 months prior to class start date
- **Bank Statements** (or screenshots of last 3 months if you bank online)