Three Steps to the Job Training Admissions Process

1. Application
   www.grcc.edu/apply
   Choose JOB TRAINING under application type

2. Tuition
   3 options are available to cover the costs of tuition for Job Training Programs
   1. Cash, Check or Credit Card
   2. Third Party Funding
   3. Federal Student Aid & Federal Direct Student Loans
      - Apply for a pin# www.pin.ed.gov
      - Complete a Federal Student Aid Application www.fafsa.ed.gov
        (use of the PIN# created above is needed to complete)
        You will need your previous year’s tax information and the GRCC School code of 002267 to complete accurately.
      - Apply for a Direct Student Loan (if desired) www.grcc.edu/studentloan
        Select Job Training on the Right, and scroll to the bottom of the page
        Complete the three loan steps:
        1. Entrance Counseling
        2. Master Promissory Note
        3. GRCC Direct Loan Request Form
        4.

3. Assessment Pre-requisite
   Job Training Programs require WorkKeys Assessments. You may schedule an appointment at 616-234-3800.

   Students graduating from a Michigan High School since 2010 have completed WorkKeys assessments. You can submit a copy of your results to training@grcc.edu, fax 616-234-4435 or mail to 622 Godfrey SW, Grand Rapids, MI 49503

   If you believe you have taken WorkKeys tests before, you can request a copy of your results from ACT by calling 1-800-967-5539

   Once you have completed the 3 steps in the admissions process, please contact Job Training at 616-234-3800 or training@grcc.edu to begin the enrollment process.