



Know What To Do!

Check your eligibility

- Be a US citizen or permanent resident.
- Be a Kentucky resident.
- Be a high school graduate or be working toward, or already earned a GED.
- Not be in default on any obligation to KHEAA.
- Have not earned an associate's degree or higher.

Pick a Program: Certificate or Diploma

- An approved list for ECTC can be found here: https://elizabethtown.kctcs.edu/work_ready_kentucky_scholarship/ on the "WRKS Program List document"
- For help selecting the best program for you, we recommend scheduling an appointment with the Career Services Center. (Jerisia Lamons, jlamons0001@kctcs.edu)

Apply for the Scholarship at KHEAA.com

- Program chosen **MUST MATCH** KCTCS college application.
 - You can change this program at any time.

Complete the Free Application for Federal Student Aid ([FAFSA.gov](https://fafsa.gov))

- The FAFSA is required, even if you don't end up receiving federal financial aid.
- Before receiving your scholarship, you may have to submit some additional financial aid documents, so work with your financial aid office!
- A completed FAFSA takes 7-10 days to fully process. You may receive an initial "denial" of the scholarship, but this will change after processing.

Apply to ECTC

- Program must match the certificate/diploma on the scholarship application. This can be changed.

Know Who to Contact

- **Emily Loving**.....(270) 706-8831.....ELoving0004@KCTCS.edu
- **Michael Barlow**.....(270) 706-8614Michael.Barlow@KCTCS.edu

Register for Classes

- Meet with an advisor and find the courses that lead to your chosen program.
- **Only classes taken towards diploma or certificate will be covered by the scholarship.**

Plan for Additional Costs

- Work Ready covers tuition related to attending college that are not already paid for by other federal and state financial aid. Things to note:
 - The scholarship does not cover textbooks.
 - There may be additional costs for a course, such as the \$20/credit hour **online course charge** that is not covered by the scholarship. Work with your advisor to understand what those might be!
- You must be enrolled in **at least 6 credit hours** per semester to receive the scholarship.
- The Scholarship only pays for a **maximum of 12 credit hours per semester**.
 - If your program is a short 15-18 hour certificate and you would like to get it all done in one semester, plan accordingly.
- You can only receive the scholarship for **32 credit hours or 4 semesters**, whichever comes first.
 - This is an important component. For example, if you're taking 6 credit hours a semester, and your program is longer than 24 credit hours, you would not have funding from the scholarship for remaining coursework after your fourth term.
- Work Ready is a "**last dollar scholarship.**" If you receive other tuition assistance — such as a CAP grant, Pell grant, KEES money, etc. — your work ready award is automatically reduced.

Go to Class

- Attendance is important! You have to go to class to learn and graduate! In order to maintain both federal student aid and the Work Ready Scholarship, you must participate in your coursework.

Stay Eligible and get the Most out of the Scholarship!

- You must earn a grade point average (GPA) of **at least a 2.0 each semester** that you receive the scholarship.