

## **MCLN Financial Assistance for Students Terms and Expectations**

- Students requesting financial assistance from MCLN must be engaged in Adult Education classes at one of our Service Provider Agencies (see list on website).
- Students requesting financial assistance for High School Equivalency exams, (GED or HiSET), must send their completed Application and printed test results from a GED “Ready” or HiSET Official Practice Test, as designated on the Application, at least one full month prior to proposed exam date.

### **ALL GED “READY” OR HiSET OFFICIAL PRACTICE TESTS WILL BE AT THE EXPENSE OF THE STUDENT**

- Student and Agency Contact will receive an email or phone call from the MCLN Financial Assistance Committee indicating approval or rejection of the request within two weeks.
- If approved, the MCLN Treasurer will send a check for the cost of the test, as indicated on the Application, to the Agency Contact. The check will be payable to the Test Center the student indicated on the Application.
- The student will work with the Agency Contact and Test Center to ensure successful registration and test taking.
- Once registered, the student is expected to take that designated test. The money and registration is good for only that test unless the student contacts the Test Center to reschedule at least 24 hours prior to that test.
- Students are given a computer access code when they take the test and can usually learn their test results within 12-24 hours.
- MCLN expects to be notified one week after taking the test by the student or Agency Contact of the following:
  1. Did the student take the test as planned?
  2. What were the test results?
  3. If student’s plans changed and he/she postponed registering for the test, MCLN must be notified immediately. Depending on circumstances, MCLN may reclaim the check.
- Other requests for Financial Assistance for Students will be considered on an individual basis. Send inquiries regarding other requests to the MCLN address on the Application, to the attention of the Financial Assistance Committee, or call the MCLN toll-free number, 877-225-4484.