



## **GEDucation PROGRAM**

### Policy and Procedures

**PURPOSE:** The Vicenza Community Club supports the education and development of the Vicenza Military Community. If you take and pass the GED from the Vicenza Education Center, the VCC may reimburse some or all of the testing costs up to \$100.

**FINANCIAL SUPPORT:** The GEDucation Program is supported with contributions from the VCC Thrift Store and other fundraising opportunities from the Vicenza Community Club.

### **QUALIFICATIONS:**

- Applicants must be active duty and/ or dependents to include active guard and reserve or DOD civilian employees.
- Applicants must have SOFA status and are assigned to Caserma Ederle, Del Din or Camp Darby.
- Applications are accepted from all ranks.
- VCC membership is not required.



## **PROCEDURES:**

1. Download a GEDucation Program Application from the VCC website.
2. Have the application form signed by the Vicenza Education Center.
3. Take and pass the GED at the Vicenza Education Center.
4. Make a copy of your receipt for the test and proof of passing the GED test.
5. Submit via the Google Drop OR send completed application\*\* to:

Vicenza Community Club

ATTN: Community Enrichment Committee

CMR 427 Box 120

APO AE 09630-0002

The VCC GEDucation committee will review every application and notify the applicant of the status of the application.

## **\*\* What do I submit?-**

- 1) GEDucation Applicant Information Form
- 2) GED Testing Verification Form
- 3) Copy of GED
- 4) Copy of paid test receipt



### **ADDITIONAL NOTES:**

- Qualified applicants may be reimbursed up to \$100.00 towards the cost of GED testing. If the testing cost less than \$100.00, the applicants will only be reimbursed for the actual cost of the testing.
- Applicants have 6 (six) months from the date of the testing to submit applications.
- All reimbursement checks will be issued in US dollars, regardless of the currency used to pay for testing. For receipts issued in Euro, the currency conversion rate used will be the conversion rate in effect on the day the VCC writes the reimbursement check.
- Funding for this program is budgeted at the beginning of the fiscal year. Applications may be denied, even if the applicant qualifies, if funding for the year has been depleted.
- **Please contact [grants@vccitaly.org](mailto:grants@vccitaly.org) with any questions.**



## APPLICANT INFORMATION

Date: \_\_\_\_\_

Full name of applicant: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Phone number where sponsor may be contacted if additional information or clarification is needed:

\_\_\_\_\_

Mailing address where reimbursement check may be sent:

\_\_\_\_\_

Name of testing center where test was taken: \_\_\_\_\_

Total Cost of Testing: \_\_\_\_\_

\*\*\*Please include a copy of your receipt from your testing.\*\*\*

## GED Testing Verification



This verification form needs to be signed by the Vicenza Education Center verifying that the applicant took and passed the GED test.

\_\_\_\_\_ Name of applicant

\_\_\_\_\_  
Signature of Verifier

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verifier title/position