Community College of Philadelphia

Opportunity Now

A tuition-free program for Philadelphia residents who have been recently laid off from full-time employment

Applications that are incomplete or missing required documents will not be considered.

Program Requirements

1. All College policies apply. Please refer to the College Catalog for specific policies.

2. Applicant must be a resident of Philadelphia County and must be a U.S. citizen or a resident alien. Philadelphia residents are defined as individuals who have lived in Philadelphia for at least 12 months if they moved to Philadelphia from another state, or three months if they moved from another location in Pennsylvania. Documentation may be required.

3. Applicant must be currently unemployed and have been laid off permanently or indefinitely from a full-time, non-seasonal position within the past 12 months. Employees considered temporary or seasonal, or who are or have been employed in limited or fixed-term assignments or as consultants are not eligible for the Opportunity Now program.

4. Applicant must submit a letter from his or her former employer on official company stationery stating the actual date of the layoff and a statement that the former employee lost a non-seasonal, full-time job through no fault of his or her own, but due to the economic climate (company layoff, reduction in workforce, company closing, etc.).

5. The applicant must supply a copy of his/her last pay stub. Pennsylvania Department of Labor unemployment documentation will not be considered an acceptable substitute for the required documentation.

6. Applicant will follow the regular admissions, advising and registration procedures.

7. Students are strongly encouraged to discuss their financial aid options with a College financial aid advisor. Financial aid funds, as required by the federal government, must be applied toward tuition and fees before any funds may be released to the student. Should the student be a financial aid recipient and find that the total of all aid amounts to more than that to which the student is entitled, the financial aid package will be reduced by the amount of the overage.

8. If approved, applicant is eligible for tuition to be waived for up to 12 credits, one time for one semester; however, the applicant must pay all costs for required textbooks, supplies and all fees. Once the student registers, he/she assumes full financial responsibility for all fees. The only exception is if the student officially withdraws from his/her class(es) and notifies the Opportunity Now coordinator in writing, prior to the posted payment deadline for the semester.

Further, if the student decides to withdraw from classes or does not attend classes after the payment deadline for the semester, all student fees assessed are the responsibility of the student and are non-refundable. This is in accordance with College policy.

9. Noncredit courses are not included in this tuition waiver program.

10. Future layoffs will not qualify the student for participation in the Opportunity Now program a second time. Opportunity Now funds and enrollment are not retroactive.

11. If applicant becomes employed full time prior to the start date of the semester he or she has been approved for, he or she must notify the Opportunity Now coordinator immediately and understand that this will make him or her ineligible for this program.
Instructions

All applicants to Opportunity Now must be accepted or currently enrolled students at Community College of Philadelphia.

1. If you have never attended Community College of Philadelphia, you must complete the application process as follows:
   a. Complete the general College admissions application online at www.ccp.edu. You may complete the application from home, in the Welcome Center on our Main Campus or at any one of our Regional Centers.
   b. Schedule and take the placement exam or submit your transcripts from another accredited college to satisfy your placement requirement.

Once you have satisfied all application requirements and are eligible to register for classes, complete the following steps:

2. Complete the Opportunity Now application and include:
   a. A copy of your last pay statement.
   b. A letter from your former employer on official company stationery that includes the actual date of your layoff and a statement that you have lost a permanent, non-seasonal, full-time job through no fault of your own, but due to the economic climate (company layoff, reduction in the workforce, company closing, etc.).

3. Submit the completed Opportunity Now application and required documents to the Welcome Center on Main Campus or by mail to the address at the bottom of this page no later than the posted deadline.

4. You will receive a letter from the College notifying you of your status in the Opportunity Now program.

5. Upon approval by the program, continue with the registration process and pay the fees portion of your tuition bill. Fees must be paid by the payment deadline for the semester; if you are registering after the payment deadline, fees must be paid within 24 hours. The Opportunity Now program will cover the tuition portion of the bill for up to 12 credits. Fees will be assessed on your student billing record and you are responsible for full payment of any fees assessed. Withdrawal after the payment deadline or failure to attend classes does not entitle you to a refund of fees. Fees can be paid by check or money order made payable to Community College of Philadelphia at the Bursar’s Office or put in the drop box for the Bursar’s Office. You may also pay by credit card (Discover/Visa/MasterCard/AMEX) by logging in to MyCCP and using the “Pay My Bill” option.

Please note:
• Employees considered temporary or seasonal, or who are or have been employed in limited or fixed-term assignments are not eligible for the Opportunity Now program.
• Pennsylvania Department of Labor unemployment documentation will not be considered an acceptable substitute for the required documentation.

Mailing address for all Opportunity Now documents:

Community College of Philadelphia
Welcome Center, P1-05 Attn: Opportunity Now
1700 Spring Garden Street
Philadelphia, PA 19130-3991

For additional information, email opportunitynow@ccp.edu
Opportunity Now Application

This application is for: (ONLY check one)

☐ Summer (May/July) - Application to the College and Opportunity Now must be complete by May 3
☐ Fall (September) - Application to the College and Opportunity Now must be complete by August 15
☐ Spring (January) - Application to the College and Opportunity Now must be complete by December 20

* For the purposes of the Opportunity Now program, the summer sessions are considered one semester. A student approved for the Opportunity Now program during these sessions will be allowed to register for up to 12 credits across any and all of the summer sessions, provided their application is completed by the posted deadline.

Name and Address

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<th>Last Name</th>
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Address

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Primary Phone Number

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Name of Company You Were Laid Off From

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Phone Number of Company

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Are you currently unemployed?  ☐ Yes  ☐ No

Have you previously participated in Opportunity Now?  ☐ Yes  ☐ No

You are responsible for reading and signing the contractual agreement on the reverse side of this page.

Your application is not complete until this agreement is signed.

Submit the application and required documentation to:

Community College of Philadelphia
Welcome Center, P1-05 Attn: Opportunity Now
1700 Spring Garden Street
Philadelphia, PA 19130-3991
opportunitynow@ccp.edu
Terms of Agreement for Opportunity Now

I certify that I am a Philadelphia resident who is currently unemployed, and that I have been permanently or indefinitely laid off from a full-time (non-seasonal) position with the employer listed within the last 12 months.

I certify that the layoff was through no fault of my own, but due to the economic climate. Additionally, I have provided the appropriate documentation on official company stationery from my former employer.

I understand that employees considered temporary or seasonal, or who are or have been employed in limited or fixed-term assignments are not eligible for the Opportunity Now program.

I further understand that Pennsylvania Department of Labor unemployment documentation will not be considered an acceptable substitute for the required documentation.

Should I become employed full time prior to the start date of the semester in which I am enrolling, I will notify Community College of Philadelphia immediately. I understand this will make me ineligible for this program.

If I plan to continue my studies, I realize that it may be in my best interest to apply for the traditional financial aid programs. I understand that financial aid funds, as required by the federal government, must be applied toward tuition and fees before any funds may be released to me. Should I be a financial aid recipient and find the total of all aid amounts to be more than that to which I am entitled, my financial aid package will be reduced by the amount of the overage.

I further understand that if I completely withdraw from all my courses, I may be required to return a portion of these funds to the financial aid programs.

I understand that if accepted into the Opportunity Now program, my tuition will be waived one time for one semester of course work, up to 12 credits.

I understand that noncredit courses are not included in the Opportunity Now program.

I understand that I must pay all costs for required textbooks, supplies and fees. I also understand that if I decide to withdraw from classes while I am receiving the benefit of the Opportunity Now program, my fees are non-refundable.

I understand that once I register for classes, I assume full financial responsibility for all fees. The only exception is that if I officially withdraw and notify the Opportunity Now coordinator in writing, prior to the posted payment deadline for the semester, I will not be responsible for course fees. I further understand that failure to attend does not constitute withdrawal.

I understand that all required paperwork and fees must be received by stated deadlines.

I understand that withholding information requested on this application or giving false information will make me ineligible for this program.

I certify that all of the above statements are correct and complete, and I am responsible for full compliance. I understand that all College policies apply to me as a student.

_________________________________________________________________________          _____________________________________________________________
Signature                Date

PLEASE MAKE A COPY OF THIS AGREEMENT FOR YOUR RECORDS

Affirmative Action Statement
Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity for all persons without regard to race, color, ancestry, creed, national or ethnic origin, age, sexual orientation/preference, religion, sex, disability or status as a disabled veteran or veteran of the Vietnam Era, in the administration of its educational programs, activities, or employment in accordance with applicable federal statutes and regulations. Any questions regarding this statement should be directed to the director, Office of Diversity and Equity, located in Room M2-3; telephone number 215-751-8039.