



APPLICATION CHECKLIST

_____ **REGISTRATION FEE (\$150)** *Nonrefundable; applied towards tuition – Accepted payment methods: cash, check & money order*

REQUIRED PROOF OF INCOME:

- _____ Check Stubs (dated within 30 days)
- _____ W2 Forms for 2016
- _____ 2016 Tax Return (please make sure you submit a signed copy)
- _____ Social Security Award Letter (*if applicable*)
- _____ Child Support (*if applicable*)

If unemployed or not working, please provide a signed written statement describing the situation OR provide the head of households' proof of income.

REQUIRED DOCUMENTATION

Must submit for application to be complete

- _____ Official Academic Transcript (most recent)
- _____ Essay
- _____ Reference Letters (2)
- _____ Valid Photo ID

OPTIONAL DOCUMENTS:

Provide all applicable documentation (Highly recommended)

- _____ Resume
- _____ Certificates
- _____ Award letters

Completed applications with attached copies of all requested documents can be submitted to:
3721 S. Presa, San Antonio, TX. 78210 Attention of: Tina Gutierrez 210-264-0085
 Incomplete applications will not be eligible for review and the application fee will not be refunded.
 The deadline to submit is **September 29, 2017. Required, \$150 nonrefundable registration fee due at time of application submission.** All fees will be applied to students' balance. Total course fee (\$700) must be paid in full by **October 13, 2017.** Class start date is **October 9, 2017.**
 All applicants will be informed of acceptance by mail, within ten business days of submission.
 Program scholarships depend solely on available funding. Please contact the office for current availability.

Office Use Only
