

Military Tuition Assistance

The next step.....

Contact your Education Officer and let them know your choice for course of study. Obtain the proper forms necessary to submit for your Tuition Assistance Voucher.

Next, contact Penn Foster Career School

- Phone: 800-961-6407
- E-mail: Ann.Gardner@PennFoster.edu or Anne.Cotterick@PennFoster.edu
- Go to www.WorkForceDevelopment.com and click on "Forms/Documents"

Obtain the following from Penn Foster Career School:

- Program number - course title
- CEU values, credit/semester hours, contact hours or clock hours associated with your program choice
- Start and end date
- Cost

Return voucher to Education Officer for final approval.

Fax the approved voucher with the following information to 570-961-4100:

- Your name as you wish it to appear on the diploma or degree
- Your physical shipping address
- Your daytime phone number
- Your email address

You will be responsible for any balance not covered by Tuition Assistance.



PENN FOSTER
CAREER SCHOOL

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