

# Application Procedure for Workforce & Economic Development Short-term Programs

1. Submit your program application to Workforce & Economic Development. Program applications are available by contacting the WVUP's Workforce & Economic Development Division. The coordinator of short-term programs is Martha Leeson; contact her at 304-424-8275 or [Martha.Leeson@wvup.edu](mailto:Martha.Leeson@wvup.edu).
2. WV residents have the option to apply for Workforce HEAPS grant funding. In order to do that, complete both the FAFSA and the Workforce HEAPS applications online, by following the instructions below:
  - a. Complete your FAFSA application at [www.studentaid.gov](http://www.studentaid.gov) (WVU-P school code: **003828**)

Complete your Workforce HEAPS application online at: [www.collegeforwv.com](http://www.collegeforwv.com)

Click Programs, choose Heaps Workforce, Apply now, Apply for the Heaps workforce. You may choose FAFSA and/or Workforce Heaps grant depending upon whether you have done your FAFSA yet.

One other thing to note, is that when a student sets up their WVSAM account, the initial email may go to their spam/junk folder. Please let me know if you have any questions.

**For Workforce HEAPS applicants only:** The Financial Aid office of WVU Parkersburg will contact you via email once you have completed both online applications in step 2. Please watch your email for communications from the WVUP Financial Aid Office ([fanotify@wvup.edu](mailto:fanotify@wvup.edu)). Financial Aid will notify you of any outstanding requirements you might need to complete, they will notify you if you are deemed eligible for the grant, and they will also notify you if/when you are awarded the grant funds. Please do not ignore any requests from WVUP Financial Aid. If all required applications and documents are not submitted in a timely manner, you will not receive the grant funds.

Contact information for WVUP Financial Aid: 304-424-8310, [finaid@wvup.edu](mailto:finaid@wvup.edu).

**For students NOT applying for Workforce HEAPS:** Make payment arrangements to pay for your short-term program. WED staff will let you know the payment deadline for your program, and you will make your payment to the WVUP Business Office.

Contact info. for WVUP Business Office: 304-424-8223, [Business.Office@wvup.edu](mailto:Business.Office@wvup.edu).

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