



## Welcome to the Institute for Healthcare Professionals!

Dear Student,

Congratulations and welcome to Meadville Medical Center's Institute for Healthcare Professionals (IHP)! I'm Danielle Kightlinger, the Financial Aid Officer, and I am excited to support you as you begin your journey in the Practical Nursing Program.

Starting a new academic program is both exciting and overwhelming, and I want you to know that I'm here to help you navigate the financial aid process every step of the way. Whether you have questions about tuition, scholarships, payment plans, or required documentation, my goal is to make the process as simple and stress-free as possible for you.

Enclosed in this packet, you'll find important information and forms related to your financial aid. **At this time, the Institute of Healthcare Professionals is not participating in Federal Title IV funding programs.** As a result, we are currently unable to offer federal financial aid, including Pell Grants, Direct Loans, or other forms of assistance made available through Title IV of the Higher Education Act. There are alternative funding resources that can be explored.

Please review everything carefully and don't hesitate to reach out if you need assistance.

You've taken a big step toward a rewarding career in nursing, and we are honored to be a part of your journey. I look forward to working with you!

If you have any questions, please feel free to contact me at:

**Email:** [dkightlinger@mmchs.org](mailto:dkightlinger@mmchs.org)

**Phone:** 814-333-5841

**Danielle Kightlinger M.B.A.**

Financial Aid Officer

Institute for Healthcare Professionals

Meadville Medical Center

18282 Technology Dr., Suite 303

Meadville PA 16335

### **Alternate Funding:**

#### **MMC Tuition Discount:**

Students who choose to participate in the Meadville Medical Center Tuition Assistance Program must commit to the following terms:

- Upon successful completion of the Practical Nursing Program and obtaining licensure as a Licensed Practical Nurse (LPN), the student agrees to work for Meadville Medical Center for a minimum of **two (2) years** in an LPN role.
- While enrolled in the program, the student is required to maintain employment with Meadville Medical Center in a position for which they are qualified. The **minimum work requirement is 8 hours per pay period**.
- In exchange for this commitment, the student will receive **\$12,000 in tuition assistance**, which will be applied toward the cost of the nursing program.
- The student will be **required to sign the Tuition Assistance Contract during the first week of classes** to formalize participation in the program.

This program is designed to support students in their educational journey while strengthening the local healthcare workforce. Additional terms and conditions will be outlined in the official Tuition Assistance Contract provided at the start of the program.

## **Workforce Innovation and Opportunity Act (WIOA) —PA CareerLink:**

WIOA is a federal funded program designed to provide eligible individuals with access to employment, education, training, and support services to help them succeed in the labor market. Administrated in Pennsylvania through PA CareerLink, WIOA funding is designed to assist individuals in gaining the skills necessary for in-demand careers, including those in healthcare.

The Practical Nursing Program is an approved WIOA training provider. Eligible students may receive financial support to help cover the cost of tuition, books, uniforms, and related expenses. WIOA funding typically includes:

- Up to \$5,500 toward tuition (disbursed by semester)
- Up to \$750 for supportive services (e.g., transportation, supplies)

To determine eligibility and begin the application process, students should contact their local PA CareerLink office as early as possible, the process may take several weeks to complete.

### **Eligibility Requirements**

- Adult Program
  - Age 18 or older
  - U.S. Citizen or legally authorized to work
  - Income Guidelines:
    - Low-income individuals (typically  $\leq 250\%$  of Federal Poverty Level)
- Dislocated Worker Program
  - Laid off or received notice of termination
  - Self-employed but unemployed due to economic conditions
  - Spouse of active-duty military member who lost employment due to relocation
  - Displaced homemakers or recently separated veterans
- Youth Program
  - Ages 16-24
  - Must face barriers to employment (e.g. homelessness, foster care, pregnant/parenting, disability, criminal background)

### **Required Documents:**

To apply, you will typically need to provide the following:

- Social Security Card
- Birth Certificate or Driver's License
- Last 6 months of income documentation
- Acceptance Letter
- Transcript (GPA), Schedule of Credits – if already enrolled and are looking for help with future assistance
- If receiving SNAP – Snapshot of Compass Report

**2025 FPIG percentages used for various programs are as follows:**

Person	235% of FPIG		250% of FPIG	
	Monthly	Annual	Monthly	Annual
1	\$3,065	\$36,778	\$3,261	\$39,125
2	\$4,142	\$49,703	\$4,407	\$52,875
3	\$5,219	\$62,628	\$5,553	\$66,625
4	\$6,297	\$75,553	\$6,698	\$80,375
5	\$7,374	\$88,478	\$7,844	\$94,125
6	\$8,451	\$101,403	\$8,990	\$107,875
7	\$9,528	\$114,328	\$10,136	\$121,625
8	\$10,605	\$127,253	\$11,282	\$135,375
Each Addt'l	\$1,078	\$12,925	\$1,146	\$13,750

## *Pa CareerLink Office Details*

### *PA CareerLink Crawford County at Meadville Public Library*

- Phone Number: 844-333-5248
- Address: 848 N Main St, Meadville PA 16335
- County: Crawford
- Hours of Operation: Thursdays 9:00 am – 3:00 pm

### *PA CareerLink Oil Region*

- Phone Number: 814-678-5050
- Fax Number: 814-678-5005
- Address: 255 Elm St, Suite 1, Oil City PA 16301
- County: Venango
- Hours of Operation: Monday – Friday 8:30 am – 4:30 pm

### *PA CareerLink at Corry Higher Education Council*

- Phone Number: 844-333-5248
- Address: 211 N Center St, Corry PA 16407
- County: Erie
- Hours of Operation: Wednesday 9:00 am – 12:00 pm

### *PA CareerLink Mercer County*

- Phone Number: 724-347-9257
- Fax Number: 724-983-5701
- Address: 217 West State Street, Sharon PA 16146
- County: Mercer
- Hours of Operation: Monday, Tuesday, Thursday, & Friday 8:30 am – 4:30 pm,  
Wednesday 10:00 – 4:30pm.

### *PA CareerLink Erie County*

- Phone Number: 814-455-9966
- Fax Number: 814-871-4844
- Address: 450 E 16<sup>th</sup> St, Erie PA 16503
- County: Erie
- Hours of Operation: Monday – Friday 8:30 am – 4:30 pm

[PA CareerLink Lawrence County](#)

- Phone Number: 724-656-3165
- Fax Number: 724-656-3232
- Address: 101 S Mercer St Suite 101, New Castle PA 16101
- County: Lawrence
- Hours of Operation: Monday, Tuesday, Wednesday, & Friday 8:30 am – 4:30 pm,  
Thursday 10:00 – 4:30pm

## **George Wright**

Students enrolled in eligible programs may apply for an interest-free loan of up to **\$20,000** through the George W. Wright Student Aid Fund to assist with college tuition and college-related fees.

- Up to \$2,500 per semester is available, for a maximum of eight semesters.
- Loans are awarded on a merit and need basis and are completely interest-free.
- This is a loan program, not a grant or scholarship—repayment is required, but no interest will accrue.

### **Eligibility Requirements:**

#### **High School Applicants:**

- Rank in the upper half of the graduating class from the following PA High Schools:
  - Cochranton
  - Commodore Perry
  - Farrell
  - Greenville
  - Grove City
  - Hickory
  - Jamestown
  - Kennedy Catholic
  - Lakeview
  - Mercer
  - Reynolds
  - Sharon
  - Sharpsville
  - Slippery Rock
  - West Middlesex
  - Wilmington
- Be accepted for enrollment at a post-high school institution of higher learning.

#### **Current College Applicants:**

- Be a graduate of a high school above OR attending Grove City College, Penn State University—Shenango Campus, or Thiel College
- Demonstrate ability to succeed academically by maintain a 2.8 cumulative GPA or better on their official post-high school institution transcript
- Plan to continue current enrollment at a post-high school institution of higher learning, or if attending Grove City College, Penn State University – Shenango Campus, or Thiel College - plan to continue current enrollment at Grove City College, Penn State - Shenango, or Thiel College

## Tuition



### Practical Nursing Program

**Tuition Chart Class of 2026**

**September 2025 Start Date**

<b>Trimester</b>	<b>MMC Tuition Discount</b>	<b>Non-MMC Tuition Discount</b>	<b>Difference</b>
Fall	\$2,324.33	\$6,324.33	\$4,000.00
Spring	\$2,324.33	\$6,324.33	\$4,000.00
Summer	\$2,324.33	\$6,324.33	\$4,000.00
<b>Total Tuition</b>	<b>\$6,972.99</b>	<b>\$18,972.99</b>	<b>\$12,000.00</b>

**\*\*Please Note: All educational charges are subject to change without notice\*\***



## Monthly Payment

Students have the option to pay trimester tuition in four equal monthly installments. The payment schedule and tuition amounts are outlined below based on whether the student has signed the MMC Tuition Discount Contract.

### Payment Schedule:

Payments are due on the 15<sup>th</sup> of each month.

Trimester 1:	September 15, 2025 October 15, 2025 November 15, 2025 December 15, 2025
Trimester 2:	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025
Trimester 3:	May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025

### Tuition Amounts:

<u>Student Type</u>	<u>Total Trimester Tuition Discount</u>	<u>Monthly Payment (4 installments)</u>
MMC-Tuition Discount Students	\$2,324.33	\$581.08
Non-MMC Students	\$6,324.33	\$1,581.08

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### Important Notice:

All tuition payments must be received on or before the due dates listed above. If payment is not received by the scheduled date, the student will not be permitted to continue classes, participate in programs, or access any school services until the outstanding balance is paid in full.

## **Refund Policy**

It is the policy of Meadville Medical Center Institution for Healthcare Professionals Practical Nursing Program to apply a fair and equitable settlement for students who cancel or withdraw from enrollment. For students who withdraw or cancel the enrollment in writing on or before the first day of class, the school will retain a \$100.00 administrative fee and a \$15.00 liability fee of the acceptance for admission deposit. Cancellation date **will** be determined by postmark or *by* date notification is delivered in person. For students who enroll and begin classes, but withdraw prior to completion of classes, **the school will refund non-Title IV funds based on the payment period using the following schedule:**

1. School retains **25%** if student withdraws within **1 to 4 weeks**.
2. School retains **50%** if student withdraws within **5 to 8 weeks**.
3. School retains **75%** if student withdraws within **9 to 12 weeks**.
4. School retains **100%** if student withdraws within **13 to 16 weeks**.

**The last day of attendance will be used to determine the student refund utilizing both Title IV refund guidelines and the institutional refund guidelines (if applicable).** The last day of attendance is determined by the date the student submits **in writing** to the school his/her withdrawal. In the absence of a written withdrawal, the last day of attendance will be used or the date of termination by the school. In the case of a student not returning from a leave of absence, the date of termination will be the earlier of the date the leave ends or the date the student notifies the school that he/she will not be returning.

Refunds due the student will be disbursed within 45 days of last day of attendance as defined above.

This refund applies to tuition and fees. Other miscellaneous charges the student may have incurred will be calculated separately.

Specific guidelines for scholarship monies will be followed and may require that the student return 100% of the funding.