



City of Akron Workforce Development Program @ Stark State College

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Phone: 330.375.2704



Open Seat Model Applicant Intake Form - Summer 2024

DUE 05/15/2024 (Classes begin June 3rd, 2024)

Before completing the application, please fully review the Workforce Development Program Policy (located on the City of Akron's Intranet) to determine eligibility and understand the program process and requirements. This applicant intake form **must be received by May 15th, 2024** to be considered for the Open Seat Model. Applications should be emailed to CityWorkforceDevelopment@akronohio.gov or sent to the Department of Human Resources, 166 South High Street, Room 703. **Classes that the student registers for without HR approval or prior to the two weeks before classes begin will be ineligible for tuition waivers and the student will be responsible for tuition costs.**

Applicant Information (Employees Only):

Employee Name:	_____	SSC Student ID #:	_____
Employee Phone:	_____	Employee Email:	_____
Employee Division:	_____	Job Title:	_____

Status: New Student Returning Student Transfer Student Transient/Guest Student Current SSC Student

Open Seat Model Information

- Employees who applied for Guaranteed Seats during the Summer Semester **do not** have to apply for the Open Seat Model.
- Open seats will be determined by Stark State two weeks prior to the scheduled start date of the course. *Students may only register for open seats between May 20th and June 3rd, 2024.*
- Approved students may not exceed a maximum course load of 21 credits per semester.

Applicant Acknowledgement

I hereby certify and attest that I am eligible for the City of Akron's Workforce Development Program as defined in the program policy, and hereby agree to fulfill all requirements and processes for the program. I authorize Stark State College to share any information and documentation about my education records with the City of Akron for program administration, reporting, and marketing purposes. This program covers tuition costs, which are made up of Instructional and General fees. **I understand that additional fees, books, and other costs will be my responsibility, and not covered under this program.** I understand that in order to maintain program eligibility I must abide by the withdrawal/drop procedures and meet the minimum grade requirements outlined in the policy. Failure to follow these procedures or meet these minimum requirements may result in a probation period up to a 12-month postponement of participation from the program. I understand that any false statements made herein will void this application and I will be ineligible for the City of Akron's Workforce Development Program.

Applicant's Signature: _____ **Date:** _____

Office Use Only- Approved: Yes No