

DISADVANTAGED BUSINESS ENTERPRISE TRAINING TUITION ASSISTANCE PROGRAM

SCDOT is looking to assist Disadvantaged Business Enterprise (DBE) firms with the development of educational skill levels, improving job-related or career-related capabilities with the intent of enhancing a firm’s capacity. The Disadvantaged Business Enterprise Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. If you are interested in enrolling in additional courses not offered in this training catalog, we encourage you to seek educational opportunities at your local technical college or other avenues that offer courses you feel would enhance your firm’s business skills.

The Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. Eligible DBE firms may receive approval for assistance up to \$1,500 per year. Tuition assistance will be made in the form of reimbursement. All requests for Training Tuition Assistance must be made in accordance with the SCDOT Disadvantaged Business Enterprise (DBE) Training Tuition Assistance Policy. Denial of tuition assistance is at the final discretion of SCDOT.

If you are interested in participating in the Training Tuition Assistance Program, please complete the reimbursement form on the following page, and email to:

SCDOT’s Division of Minority and Small Business Affairs, Business Development Center, (BDC)

DBEBusinessDevelopmentCenter@scdot.org

Form must be submitted for approval prior to enrolling in course.

Training Tuition Assistance is being implemented in conjunction with the Department’s DBE Supportive Services Program

Training Reimbursement Approval Criteria:

- Only a South Carolina DBE certified firm, who has been on the Department’s Unified Certification Program Directory list for the last two (2) years and considered in good standing, is eligible for consideration.
- Only “key” employees of the DBE firm will be approved for participation. A “key” employee is someone in a position whose decision directly impacts the day-to-day operations of the business.
- Firms must have attended at least two (2) SCDOT sponsored training events within the last two years.
- Requested assistance must be directly related to training programs which will enhance a firm’s business skills.
- When evaluating the requests for assistance, consideration will be given based on the adherence to the stipulated request process, the firm’s program eligibility, the purpose of the training and the benefit of the training to enhance the firm’s business and technical skills.



TRAINING TUITION ASSISTANCE APPLICATION

Company Name: _____

Company Address: _____

Company Mailing Address (if different): _____

_____ City State Zip

Phone: (____) _____ FAX: (____) _____

E-Mail Address: _____

Original SCDOT Certification Date: _____ Last Certification Renewal Date: _____

In the last two years, my firm has attended the following SCDOT sponsored training events:

Event/Training & Date: _____

Event/Training & Date: _____

Event/Training & Date: _____

Reimbursement Requested For:

Name: _____ Title: _____

Title of Program (attach announcement/registration form):

Trainer: _____ Training Location: _____

Cost of Training: \$ _____ Amount Requested: \$ _____

Please provide a brief summary of the training and how it will enhance your firm's business. You may attach additional pages, if necessary.

I understand that reimbursement is contingent upon prior written approval, attendance/satisfactory completion of the above mentioned program and my compliance with the attendance acknowledgement procedure. My failure to adhere to the stipulated guidelines will result in my ineligibility of reimbursement and jeopardize my eligibility for future training tuition assistance. I understand that denial of assistance is at the final discretion of the SCDOT.

Signature Date

.....

TTA Program Coordinator Date Recommended Not Recommended

Approved Denied

(TTA-2) Revised 01-2020

Director of Supportive Services & Business Development Date