

Application Number: 9658212

TARA Agency: Bright Horizons EdAssist Solutions

E: TARA@edassist.com P: 1-866-285-3150

State and Federal Grant Funds Must Be Used Before WIOA-ITA Funds

Voucher/Letter of Credit for Training

This Voucher/Letter of Credit form certifies that the Chicago Cook Workforce Partnership Individual Training Account Program will honor payment of tuition and fees for the Customer as specified below. This is a one-time use document valid only for the following training.

Customer: [REDACTED]	School/Service Provider: Governors State University
Application Number: [REDACTED]	Enrollment Period: 05/09/2022 to 11/09/2022
Date Issued: [REDACTED]	Approved Course(s): Clinical Medical Assistant Cert Externsh
	Amount: \$2,595.00

Career Coach Instructions:

Print your name below before providing Voucher/Letter of Credit form to the Customer enrolled in the Chicago Cook Workforce Partnership Individual Training Account Program.

[REDACTED]	[REDACTED]
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Career Coach Name (Print)

Phone

Customer/WIOA Participant Instructions:

Sign your name below and take it with you when you enroll in the course(s) or program approved by the Chicago Cook Workforce Partnership. Deliver the signed Voucher /Letter of Credit for training to the school or educational provider. The training provider will then bill Bright Horizons for your tuition and/or related fees covered by the program.

[REDACTED]	[REDACTED]
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WIOA Participant Signature

Date

Educational Provider Instructions

Please accept this voucher/letter of credit for training for the Customer on behalf of the Chicago Cook Workforce Partnership. Submit itemized invoice and supporting documentation (listed below) to Bright Horizons at the email address stated below for the courses and fees pertaining to this enrollment period.

1. An itemized invoice that states the name of each student, each course, the related costs and the course related fees.
2. The original signed voucher/letter of credit for training.
3. For each student on the invoice, 4 weeks of attendance records on a school letterhead or on a printout from your institution, signed by the student.

If the customer withdraws from the approved course and is eligible for a refund, the refund must be issued directly to Bright Horizons.

Bright Horizons must receive your invoice along with this signed voucher/letter of credit within 60 days of the training start date listed herein. It is our intent to issue payment within 45-60 days of receipt of the complete billing package.

[REDACTED]	[REDACTED]
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Provider Name (Print)

Phone