



## Quincy College

### Section 30-TOP Application Guideline

### WORKFORCE DEVELOPMENT

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Dear Quincy College prospect student.

In order to assist you with TOP or Section 30 application forms, follow the steps listed below.

- Complete **the QC student application online by following this link, <https://quincycollege.edu/pre-application/>.**
- **File for Financial Aid.** For information related to Financial Aid, please follow link <https://quincycollege.edu/tuition/financial-aid/>.
- Contact [advising@quincycollege.edu](mailto:advising@quincycollege.edu). An Advisor will assist you with course selection, availability and schedule.
- Current students taking classes at Quincy College, email Kate Lopci, AVP of Workforce Development for information at [klopci@quincycollege.edu](mailto:klopci@quincycollege.edu).

Once above steps have been completed, email the TOP application forms directly to [klopci@quincycollege.edu](mailto:klopci@quincycollege.edu). Furthermore, students are required to sign Part A prior to submitting their application.

Based on the Department of Unemployment Assistance, (DUA) requirements-

- Students must be enrolled for a total of **12 college credits per semester**.
- Students are required to submit all of the paperwork pertaining to their unemployment benefits directly to the DUA. The College does not take responsibility for submitting your application to the DUA. Failure to follow the process, will affect your benefits.
- Students are being asked to submit their Section 30 –TOP application forms directly to [klopci@quincycollege.edu](mailto:klopci@quincycollege.edu).

Quincy College offers online credit certificate programs for a list of program please follow <https://quincycollege.edu/academics/areas-of-study/> Additionally, QC student receive online job readiness assistance including, resume and cover letter, mock interview and job placement, through services offered from the Career Service Department.

Should you have any further questions in reference to DUA, please reach out to Associate Vice President of Workforce Development, Kate Lopci via email at [klopci@quincycollege.edu](mailto:klopci@quincycollege.edu)