

**The GED Café** is different from other GED prep programs. We provide individualized instruction tailored to each individual and their varied needs. We take a holistic approach when generating short and long term goals with each student to create a sense of motivation and accomplishment. We are open in the mornings and evenings, and encourage our students to come in for academic support at their convenience.

### About Us

As we approach our 30th year of service to the communities of Greater Grand Rapids, we continue to fulfill our mission believing all individuals and families deserve access to opportunities and resources for school, work and life and to enjoy the blessings of self-sufficiency.



[www.JubileeJobsGR.org](http://www.JubileeJobsGR.org)

935 Baxter Street SE,  
Grand Rapids, MI 49506  
3rd floor  
Baxter Community Center,  
Bemis Street Entrance  
(616) 774-9944  
Rapid Bus Route #4

For more information or to schedule an informational session, please contact:

**Andrea Smith Fein**  
**GED Café Lead Instructor**  
**(616) 774-9944**

[Andrea.SmithFein@JubileeJobsGR.org](mailto:Andrea.SmithFein@JubileeJobsGR.org)



ASF v.12 1/16



Information for  
Partner  
Organizations



[www.JubileeJobsGR.org](http://www.JubileeJobsGR.org)



## Our Partners

We can make a bigger impact together. At Jubilee Jobs, we believe that creating lasting partnerships with other organizations mutually strengthens our programs and boosts the impact we have in our community. We believe that collaborating to streamline services and referrals allow us to effectively serve individuals and their families.

## GED Café

### Café Schedule

Mondays and Wednesdays– 9:00am-11:30am  
Tuesdays and Thursdays– 6:00pm-8:30pm

### Participation Requirements

Registration is available to any person not currently enrolled in High School who is 16 years of age or older.

*An age waiver form and proof that the student is not currently enrolled in an educational program must be provided for those under the age of 18.*

### Registration

A fee of \$25 gives students access to our Café during each 12-week session. The fee does not change based upon the date of registration. New students should complete registration and initial goal setting forms during Café hours to ensure that an instructor is available. We provide partner billing for registration fees.

### Individualized Instruction

Each student is provided with personalized goal setting and an academic plan based on their learning needs. Our goal is to give our students the right tools, resources, and support to study effectively and feel confident when working independently.

### How to Refer to Us

Contact Andrea Smith Fein, GED Café Lead Instructor, by phone: (616) 774-9944 or email: [Andrea.SmithFein@JubileeJobsGR.org](mailto:Andrea.SmithFein@JubileeJobsGR.org)

## Official GED Testing

### Testing Schedule

Tuesdays– 9:00am-5:00pm  
Wednesdays– 12:00pm-7:00pm  
Fridays– 11:00am-3:00pm  
3rd Saturdays– 10:00am-3:00pm

### Scheduling an Exam

Exams are scheduled through the MyGED Portal on GED.com. When prompted to select a testing center, select Jubilee Jobs to view the available testing times. After payment, the appointment will be digitally sent to our Testing Center.

### Policies

All testers must present a valid government issued ID on test day. All personal items must be placed in our secure storage lockers before testing begins.

## Partner Billing

### Invoicing

After completing the Invoicing Agreement and Billing Agreement, an organization may opt to receive monthly invoices for GED Café and GED Testing Services. This option is available to organizations referring at least 5 students to the GED Café.

### Checks

Partner Organizations may opt to pay for one or more students' GED Café materials. (Note: this option is not available for Official GED Testing.)

