



## CCWA TUITION ASSISTANCE PROCEDURE & APPLICATION

### FastForward Programs - G3 and FANTIC funding

#### 1.1 AWARDING PROCEDURE

**1.2 Eligibility and Requirements** – The Community College Workforce Alliance awards financial assistance to non-credit customers on a first-come, first-served basis. A limited amount of funding is available. In order to be eligible for financial assistance for non-credit training, a customer must:

**1.2.1** Be a U.S. citizen or eligible noncitizen as defined under Addendum A of the SCHEV domicile guidelines:

<https://www.schev.edu/home/showpublisheddocument/600/637810401480470000>

If the customer is not a U.S. citizen, proof of current legal status is required.

**1.2.2** Currently be domiciled in Virginia for at least one full year prior to enrollment. Proof of Virginia Domicile, as required by the Workforce Credential Grant, customers must complete the “Domicile Determination Form” to support Virginia Domicile according to Virginia Code 23-7.4. Domicile is considered a current, fixed home of an individual to which he/she returns following temporary absences and at which he/she intends to stay indefinitely. Proof of residency may include rent receipts, documentation of a house purchase, voter registration card, dated preprinted financial or utility statements, etc.

**1.2.3** Have completed high school requirements; or no longer be enrolled in high school and must be 18 years of age or older. Proof of age may include a valid state-issued identification card, birth certificate, or passport.

**1.2.4** Be in compliance with federal selective service registration requirements, if applicable to the customer. Compliance can be verified at <https://www.sss.gov/Home/Verification> .

**1.2.5** If a customer is enrolled in an associate or bachelor’s degree program, the non-credit program should lead to a recognized industry certification that will significantly enhance the client’s job prospects in his or her area of academic pursuit.

**1.2.6** Be ineligible for or unable to receive other forms of tuition and/or training assistance through any non-state source such as: employer assistance, Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment Training (SNAPET), Virginia Initiative for Employment Not Welfare (VIEW), Department for Aging and Rehabilitative Services, Office of Community Wealth Building (OCWB) or federal financial Assistance. If the non-state source has exhausted funds, proof must be received from the organization.

**1.2.7** Have submitted a complete CCWA Financial Assistance application form (Appendix A). This includes submission of the following:

- i. The most recent copy of the tax transcript from IRS verifying annual income. This may be obtained from <https://www.irs.gov/Individuals/Get-Transcript>. If tax transcript is not immediately accessible, customer may supply a copy of his/her most recent 1040 tax form with W2 forms.
- ii. If customer has not earned income to file taxes, customer will provide alternative documentation of household wages such as Wage and Income Transcript (IRS), VEC Quarterly Wage Records or Proof of SNAP/TANF.
- iii. Alternatively, if the customer's financial situation has changed within the last year or since submitting 2021 taxes, a letter of appeal may be submitted to the Vice President or Associate Vice President to review the customer's current financial status. Included with the Letter of Appeal should be proof of current household earnings such as year to date paystubs or unemployment insurance documentation demonstrating customer household income falls below "living wage" for their county. Appropriate CCWA Eligibility Staff will direct the customer to provide the alternative documentation that will be required based on the individual situation.

## **2.1 DISTRIBUTION PROCEDURE**

**2.1 Client Eligibility Determination** – Customers who express interest in seeking non-credit funding support in order to participate in an eligible program shall be referred to CCWA's Tuition Assistance Eligibility Staff for eligibility determination.

**2.1.1** The Eligibility Staff will counsel the customer on the eligibility requirements and obtain a verbal confirmation that the customer believes he/she is indeed eligible. When that is complete, the Eligibility Staff will provide the customer with the list of required paperwork for determination and provide the customer with the application. The Eligibility Staff will review the application and paperwork requirements to ensure the customer has an understanding of the requirements, and based on the program start date, will instruct the customer on the deadline for completion of the application and paperwork submissions.

**2.3 Notification of Award** – CCWA will notify financial assistance recipients in writing of their eligibility and awarding policies. A copy will be retained in CCWA's records.

**2.4 Award Amount Determination** – Customers will be awarded funding based upon family income and county of residence according to the MIT Living Wage Calculator (Customers who fall below living wage for their county [could be 200% or 400% of poverty level] may qualify for 100% of student up front responsibility [1/3 tuition] under Workforce Credential Grant). Funds will be awarded on a first-come, first serve basis. Customers can be awarded additional funding for up to three Industry Certifications if the customer can justify that the certifications are stackable and can strengthen employability potential. When a customer requests enrollment in a second/third program that does not result in a stackable credential, the burden of proof will be on the customer to justify why an exception should be made (extenuating circumstances) for funding the alternative industry tract. The Financial Assistance Award Chart (Appendix D) provides income intervals to qualify for Financial Assistance funding under the Workforce Credential Grant.

**2.4.1** When all paperwork has been submitted and the determination is complete, the Eligibility Staff will notify the Enrollment Specialist of the funding breakdown for the class. That in turn will be communicated to the CCWA Business Office. The AVP will be updated on Financial Assistance approvals for various industry programs on an ongoing basis.

**2.4.2** The Financial Assistance staff will inform the customer of the differential (if any) that needs to be paid by the customer prior to enrollment and will communicate this information to the Enrollment Specialist responsible for the registration. Staff will follow routine CCWA procedures for enrolling and notifying the customer from that point forward.

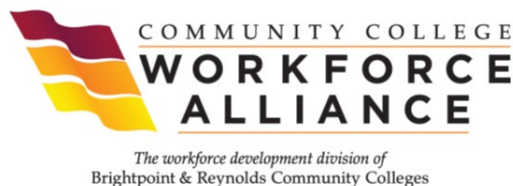
### **3.1 CUSTOMER REQUIREMENTS**

**3.1 Requirements for Successful Completion** – Requirements for Successful completion “S” grade for a course is provided in the syllabus for each class; (see program coordinator for syllabus information). Customers must follow the syllabus for attendance, participation, coursework, quizzes and tests; as set forth by the curriculum syllabi. Failure to complete the class successfully will result in an unsuccessful or “U” grade, which will result in further action as agreed upon by the customer when signing the FastForward/WCG Agreement statement, as referenced below.

▪ **FOR STUDENTS RESPONSIBLE FOR PAYING FOR THEIR COURSE:**

If I do not successfully complete the course by earning an “S” grade within thirty (30) days of the course end date, I agree to pay an additional 1/3 of the total course cost to: Community College Workforce Alliance. If I earn an “S” grade within thirty (30) days of the program end date, I will not have any further financial obligations to the College for this course.

**3.2 Failure to Complete** – Customers who fail to complete a funded program of study are not eligible for additional awards unless a hardship claim is made by providing written proof of an extreme situation, which prevented completion. The Vice President or Associate/Assistant Vice President of Workforce will evaluate situations on a case-by-case basis.



**3.3 Responsibility of Customer** – Upon successful completion of the credential exam in which the student has successfully completed the class, the student will inform CCWA and supply a copy of the credential to the CCWA program coordinator/staff (Appendix E).

**3.3.1** Customers participating in programs whereby an associated credential/certification test is not embedded in the course will be expected to participate in the industry certification assessment outside of CCWA at the industry approved testing center. Customers will be expected to share with CCWA their examination results and provide copies of the certification. Customers must understand and sign this agreement prior to participation in a funded program.

**3.3.2** If the student fails to pass credential test, the student will be responsible for additional certification test fees.

#### **4.1 PURPOSE OF AWARD**

**4.1 Funding Purposes** – Awards made to customers may only be utilized for an identified eligible program (Appendix B) and testing for credentials and/or certifications related to that particular program. Customers who fail to pass the credential testing on the first attempt may be approved for second test on a case-by-case basis after interviewing with the Vice President or Associate/Assistant Vice President of Workforce to determine if the second attempt is likely to result in success. Awards may not be used to pay for indirect costs such as personal expenses, transportation or childcare. The award may pay for the cost of books and/or other course materials. Note: Appendix B may change periodically to include additional programs depending on approval by VCCS.

#### **5.1 REFUNDS**

**5.1 Refunds** - If a customer using Financial Assistance withdraws from a class prior to course completion, refunding of the financial assistance funds will follow the standard CCWA refund policies. If the customer was required to provide out-of-pocket funds, those funds will not be refunded until all non-credit grant funds have been recouped.

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Signature

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Date



The workforce development division of  
Brightpoint & Reynolds Community Colleges

## ***FastForward G3/FANTIC Financial Aid Application***

### **Student Information**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Required Documents**

Please submit copies of the documents listed below. Check one box in each section.

#### **1. Proof of Income (Choose One)**

- Current DSS SNAP benefits letter
- Most recent Federal Tax Return with all W-2s
- Most recent IRS Tax Transcript (available at irs.gov)

#### **2. Proof of Household Size (Choose One)**

- Current DSS SNAP benefits letter
- Most recent Federal Tax Return
- Most recent IRS Tax Transcript
- Notarized letter stating the number of people living in your household

#### **3. Proof of Age and Identification (Choose One)**

- Virginia Driver's License
- Virginia Learner's Permit
- Virginia Identification Card
- Birth Certificate (must be legible)
- US Passport

#### **4. Selective Service (If Applicable)**

- Registered with Selective Service
- I am female
- I am exempt

### **Eligibility Questions**

5. Do you have a High School Diploma or GED?

Yes  No

6. Are you currently enrolled in any for-credit academic classes?

Yes  No

If yes, list current classes: \_\_\_\_\_



**FastForward G3/FANTIC Financial Aid Application**

7. Are you eligible for SNAP (Supplemental Nutrition Assistance Program)?

Yes  No  Not Sure

8. Do you have dependent children?

Yes  No

If yes, how many? \_\_\_\_\_

9. Can you be claimed as a dependent on someone else's tax return?

Yes  No

10. Are you working with any of the following programs?

Yes  No If yes, check all that apply:

- WIOA (Workforce Innovation & Opportunity Act)
- DARS (Department for Aging & Rehabilitative Services)
- VIEW (Virginia Initiative for Employment Not Welfare)
- OCWB (Office of Community Wealth Building)

**Additional Information (Optional)**

Please provide any additional information that may help determine eligibility:

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If you are unable to provide any required document, please explain:

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**Certification**

By signing below, I certify that the information provided is true and complete to the best of my knowledge. I understand that I must provide a copy of the credential earned after completing the required coursework and/or certification exam. If any information changes, I will notify Community College Workforce Alliance.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_