

## **MECC Policy for Financial Aid for Non-Credit Training Resulting in Industry Credentials (FANTIC)**

Financial Aid for Non-Credit Training Resulting in Industry Credentials (FANTIC) provides funding for students demonstrating financial need who desire to enroll in an approved workforce training program leading to the attainment of an industry recognized credential or licensure and are not eligible for other funding grants or financial assistance.

### **AWARDING POLICY**

FANTIC funding will be awarded at 100% of tuition and fees for VCCS approved credentialing programs if the following conditions are met:

- A student must be in good standing with the MECC business office in order to receive noncredit financial aid.
- A student who previously received noncredit financial aid must have successfully completed the courses for which he or she received the assistance.
- Virginia domicile must be established for receipt of financial aid funds.
- A student may only utilize FANTIC for approved WCG credential training programs and testing for credentials and/or certifications related to that particular program.
- Eligibility criteria must be met.
- Application must be completed and approved by all parties.
- Some classes require a literacy test (reading, writing, math, speaking & listening) or background test, which is given during the first class or at a pre-set testing schedule. Successful completion of any literacy or background classes is required to keep financial aid and continue in the class.
- Eligible students must meet with a Career Coach and have a career plan on file and agree to maintain monthly status updates with the Career Coach during training and six months after completion.
- Students must commit to attend all scheduled classes and complete all course assignments. Students who do not complete and/or pass courses are not eligible for future noncredit financial aid.
- Students must agree to provide follow-up information on employment and/or career changes as a result of the non-credit course.

### **CRITERIA FOR ELIGIBILITY**

1. Eligible to work in United States and resident of Virginia for minimum of twelve months.
2. Eighteen years of age or older (if male must have completed selective service registration)
3. *Not* receiving tuition assistance from any other source (employer, social security,

- senior citizen waiver, etc.)
4. Low-to-moderate income (proof of all types of income is required), i.e.,
    - Provide proof of eligibility for Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF); or
    - Demonstrate that the household adjusted gross income is 200% or below that of the national federal poverty level, if below the average living wage in Virginia consideration will be given for special circumstances with VCCS approval needed. (The statewide average living wage for a household of one individual is \$25,709.00.) Proof can be documented by:
      - Most recent copy of Tax Transcript for IRS;
      - If the student's financial situation has changed within the last year, a letter of appeal may be submitted to the institution to consider the current financial status. Required documentation, may include recent pay stubs, proof of job change, bank statements, etc. The college must maintain a record of the appeal including supporting documentation and written justification for the decision to provide funding or to the decision to deny the appeal.
  5. Course work must be job or career related
  6. Cannot be enrolled in other credit based training.

## **WHAT COUNTS AS INCOME?**

- Wages
- Unemployment benefits
- Child support
- Food stamps
- Alimony
- Aid to Families with Dependent Children (AFDC)
- Temporary Cash Assistance
- Any payment received for housing foster children
- Any income from a parent, relative, or other person who supports you if you are claimed as a dependent on their income tax form *OR* if you file a joint income tax form *OR* if they are providing housing, food, and living expenses to you. (You must include his or her income as part of your total income)

## **REQUIRED DOCUMENTS**

You are required to provide proof of income and residency. We need copies of the following with your application:

- 2015 Federal Income Tax Return or W-2's and 2 most recent pay stubs or 2015 Tax Transcripts
- All documented forms of income (i.e. food stamps, alimony, etc.)
- Proof of citizenship (ID and Social Security Card)
- Proof of residency (Housing, Utilities, or Voter Card)

If you did not file taxes in 2015 and are unemployed, please complete the *LETTER OF FINANCIAL SUPPORT* below:

### LETTER OF FINANCIAL SUPPORT

I, \_\_\_\_\_ financially support \_\_\_\_\_, who is my  
Name of Financial Aid Applicant Supporter Name of Financial Aid Applicant  
\_\_\_\_\_. I certify that they are not currently working or receiving government  
Relationship to Financial Aid Applicant  
assistance. I provide financial support in the way of housing, food, and living expenses. My  
yearly income is \$\_\_\_\_\_ and I support \_\_\_\_\_ persons in addition to  
\_\_\_\_\_. # of Dependents  
Name of Financial Aid Applicant

\_\_\_\_\_  
Signature of Supporter

\_\_\_\_\_  
Date

### EXPECTATIONS OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

- Students must attend all scheduled classes and complete all course assignments. Students who do not complete and/or pass courses are not eligible for future noncredit financial aid.
- Students must express a commitment to attend classes, complete assignments, and complete the course. Students are further expected to attempt to earn the industry credential for which FANTIC is provided and verify with the college the receipt of the credential.
- Students may be required to complete a literacy test (reading, writing, math, speaking & listening) or background test, which is given during the first class or at a pre-set testing schedule. Successful completion of any literacy or background classes is required to keep financial aid and continue in the class.
- Students are expected to provide follow-up information on employment and/or career changes as a result of the noncredit course.
- Students must meet with a Career Coach and complete a career plan including career assessment.

### REGULATIONS

- A student must be in good standing with the MECC business office in order to receive noncredit financial aid.
- A student who previously received noncredit financial aid must have successfully completed the courses for which he or she received the assistance.
- Maintain monthly status updates with a Career Coach during training and six months after completion.
- Noncredit financial aid can only be used for the specific course and section approved by Workforce Development—it is not transferable.



# Mountain Empire Community College

## Non-Credit Financial Aid Application

### GENERAL INFORMATION:

TODAY'S DATE \_\_\_\_\_

APPLICANT NAME: First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

FORMER NAME: First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last: \_\_\_\_\_

STREET ADDRESS/PO BOX: \_\_\_\_\_ APT # \_\_\_\_\_

TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: M F

DAYTIME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please attach copies of the following eligibility documents required for qualification for **Continuing Education Financial Aid**:

1. **Citizenship Status** - for non-U.S. citizens, please provide visa or other proof of status for review

- U.S. Citizen
- Temporary Visa: Please specify
- Permanent Resident
- Other: Please specify
- Political Asylum/Refugee

2. **Proof of Virginia Residency** – Must provide one of the items below to show Virginia residency for one year

- Utility Bill
- Housing Contract
- Voter Card
- Rent Receipt
- Preprinted Bank Statement

3. **Age Verification** - Must be at least 18 years of age or older OR completed high school graduation requirements.

- Driver's License
- Birth Certificate
- State-Issued ID
- Passport
- High School Transcript
- High School Diploma

4. **Compliance with Military Selective Service Act** (male students only)

I am in compliance with the Selective Service Act requirements.  Yes  No

5. **Highest Level of Education**

- No High School Diploma/GED
- GED
- High School Graduate
- Some college no degree
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

6. **Are you currently enrolled in an Associate or Bachelor's degree program?**

Yes  No

If yes, provide documentation that the training relates to the degree program and is necessary to meet a job requirement or advance employment success.

7. **Have you ever received an industry credential?**

Yes  No

If yes, please specify:

8. **Are you eligible for other tuition assistance benefits?**

- a. Are you a veteran who is eligible for GI Bill funding?  Yes  No
- b. Are you currently employed?  Yes  No
- c. If you are employed, have you been laid off in the last 20 months and is your current job an interim or temporary position?  Yes  No

- d. Are you or will you be receiving any other tuition assistance for this program from other sources? Yes  No

If Yes, specify below which program:

- Workforce Innovation & Opportunity Act (WIOA)  Virginia Initiative for Employment Not Welfare
- (VIEW) Department of Aging & Rehab Services  Federal or State Financial Aid
- Other \_\_\_\_\_

9. **Are you eligible for SNAP** (Supplemental Nutrition Assistance Program) **or TANF** (Temporary Assistance for Needy Families)? Yes  No

If **Yes**, please provide one of the following:

- Current SNAP Card  Current TANF Card  Documentation stating eligibility for either SNAP or TANF

**10. Household Income**

- a. Is anyone claiming you as a dependent on their tax return?  Yes  No
- b. Annual Household Income (If hourly – Rate of Pay per hour X Hours Worked per year) \_\_\_\_\_
- c. Number of persons in family/household \_\_\_\_\_
- d. Applicant submitted Tax Transcript verifying household income.  Yes  No

**Additional Information for Clarification:**

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**Application Checklist - check below to indicate that you have provided each of the following items:**

- Completed each item on this form
- If necessary, provided documentation of eligible noncitizen status
- Attached documentation confirming Virginia residency
- Attached documentation of age or high school completion
- If applicable, attached documentation of SNAP or TANF
- Attached a copy of 2015 Tax Return Transcript/w2'S and most recent pay stubs/or 2015 Tax transcripts

By signing this form, I agree to provide a copy of the credential awarded upon the completion of all required coursework and/or certification test. I certify that the information in this application is true and complete to the best of my knowledge and, if I later determine any information in this application to be represented incorrectly, I will contact the Continuing Education Office.

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

\_\_\_\_\_  
Date

# Non-Credit Financial Aid Application Instructions



## General Information:

Complete indicated fields for personal and contact information. Be sure to use the address where you currently receive mail, and the phone number and e-mail address at which you can most easily be reached.

**1. Citizenship:** Please indicate your current citizenship status. If you are not a U.S. citizen, you must provide one of the following items to document your eligibility status:

- I-797 Receipt Notice
- Employee Authorization Card with "A-10" stamp
- I-551 (Permanent Residence) Card or Passport with I-551 stamp
- Passport or I-94 with refugee designation
- A-1, A-2, or A-3 Visa
- E-1, E-2, or E-3 Visa
- G-1, G-2, G-3, G-4, or G-5 Visa
- H-1B, H-1C, or H-4 Visa
- I Visa
- K-1, K-2, or K-3 Visa
- L-1A, L-1B, or L-2 Visa
- N-8 or N-9 Visa
- NATO-6 Visa
- O-1 or O-3 Visa
- P-1, P-2, P-3, or P-4 Visa
- R-1 or R-2 Visa
- T-1 or T-2 Visa
- U-1 or U-2 Visa
- V-1, V-2, or V-3 Visa

If required to provide documentation, please bring original to the Continuing Education Office so that they make a copy for their records.

**2. Residency:** Please check which item you are providing to document having lived in Virginia for at least one year prior to application and attach a copy before submitting this application. You may provide one of the following:

- Utility bill (natural gas, water, electric)
- Rent receipt
- Housing contract
- Preprinted bank statement
- Voter registration card

**3. Age Verification:** You must be 18 years of age OR have completed high school graduation requirements. Please provide a copy of one of the following:

- Driver's license or state ID
- Passport
- Birth certificate
- High school transcript or diploma

**4. Compliance with Military Service Act:** all male students must be registered for Selective Service or be able to provide proof that they are not required to register. You may check your status with Selective Service at [www.sss.gov](http://www.sss.gov).

**5. Highest Level of Education:** Please indicate the highest level of education that you have reached.

**6. Enrollment in an Associate or Bachelor's Degree Program:** Check "no" if you are not **currently** enrolled in an Associate or Bachelor's Degree program and **will not begin enrollment** in such a program during the course of your continuing education course. Check "yes" if you are or will be enrolled in an Associate or Bachelor's degree program during your continuing education course. **If yes**, please provide documentation from your school or program coordinator indicating that the training relates to the degree program and is necessary to meet a job requirement or advance employee success.

**7. Industry Credentials:** If you have earned licensure, or passed an occupational competency test leading to certification, please list the credential(s) you have earned. (*Examples: Manufacturing Specialist, Phlebotomy Technician, or American Welding Society certification.*)

## 8. Other tuition assistance benefits:

**a. GI Bill:** Please indicate whether you will receive GI Bill funding for assistance with this program

**b. Employment:** Please indicate whether you are currently employed (full or part-time)

**c. Job Status:** Check "yes" if you have been laid off in the last 20 months OR if your current job is a temporary or interim position.

**d. Other Assistance Programs:** Please indicate whether you are receiving **tuition assistance** from any other source. If yes, please check the program listed or indicate other method of tuition assistance.

**9. SNAP and TANF:** If you are eligible for either SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance for Needy Families), please check "yes" and indicate the program or programs you are eligible for. Attach documentation of eligibility and check the box indicating you have done so.

## 10. Household Income:

**a.** Indicate whether you are being claimed as a dependent on anyone else's tax return.

**b.** List your annual household income (Income for yourself, and spouse if married; if you are a dependent of your parents, list your parents' income)

**c.** List the number of persons in your household. Include yourself, your spouse, and any dependent for whom you and/or your spouse provide at least 50% of expenses.

**d.** Attach a copy of your 2015 Tax return transcript. You may request this at [www.irs.gov](http://www.irs.gov) or by calling the IRS at 800-908-9946. Please contact the Continuing Education Office if you have had a dramatic change in income not reflected in your tax return.

## INCOME WORKSHEET FOR FANTIC FINANCIAL ASSISTANCE

Please Print in Ink.

<b>MECC EMPLID #</b>							
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Name: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

Number of family members: \_\_\_ Yourself \_\_\_ Children \_\_\_ Spouse/Domestic Partner

Have you ever received noncredit financial aid from Mountain Empire Community College?  Yes  No

2015 Income	2016 Income (Estimated)
Total Family Income for 2015 (The amount of wages on your W2 form if you filed taxes)	Total Family Wages
\$	\$
	Unemployment Income
	\$
	Child Support/Alimony
	\$
	Rental Assistance
	\$
	Food Stamps
	\$
	Temporary Cash Assistance
	\$
	Other Income
	\$
	*Est. Total Family Income for 2016
	*If you are claimed as a dependent by a parent(s) or anyone else, you must include
	\$

### I WANT TO REGISTER FOR THE FOLLOWING COURSE(S):

Course Number	Course Title	Start Date	Tuition
<b>Sample</b> BUSC 2505	Starting Your Own Business	01/30/16	\$100.00

I certify that the information in my application is true and correct. I give Mountain Empire Community College permission to release my name, address and telephone number to the MECC Education Foundation. I certify that I am **not** eligible or receiving financial assistance from my employer or any other source (for example: senior waiver). I understand that I must attend all classes in order to keep my financial aid for a noncredit class. If I miss a class, I must pay all of the tuition and fees for the class or classes in which I have enrolled. MECC may bill me for the amount I owe.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

FANTIC Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

WFD Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form with copies of all required documentation to Mountain Empire Community College, FANTIC, Division of Workforce Development, 3441 Mountain Empire Road, Big Stone Gap, VA 24219

**Financial Aid Now Available for these Non-Credit Industry Certification Programs:**

National Center for Construction Education and Research (NCCER):

- Core-Introductory Craft Skills
- Electrical - Level 1
- Electrical - Level 2
- HVAC Level 1
- Plumbing Level 1
- Welding Level 1

Certified Nursing Aide