

Center for Workforce & Community Education

FANTIC Application Checklist

Thank you for your interest in the FANTIC Tuition Assistance program. FANTIC Funding is limited and requests will be reviewed on a first come, first served basis, therefore, please sign and submit the application with the following documentation as soon as possible.

- Virginia Driver's License
- Proof of Residency
 - Acceptable documents: Utility Bill, Housing Contract, Voter Registration Card, Rent Receipt or Bank Statement – *with name printed on the document*
- Selective Service acknowledgment letter (if applicable) – <https://www.sss.gov/verify/>
- Financial Need Verification
 - 2021 Federal Tax Return Transcript – www.irs.gov/individuals/get-transcript
 - *If you are not able to obtain your transcript due to COVID-19, you may submit your 2021 1040 Tax Return. Please remember to sign and date the signature page.*
 - SNAP Benefits Statement
- Complete the Virginia Wizard assessment - <https://www.vawizard.org/wizard/assessment-combined>
 - *Unfortunately, the assessment does not allow you to print off proof of completion. You may provide proof of your completion by taking a screen shot of the completion page.*
- Completed and Signed FANTIC Application

When you are ready to submit your completed application and supporting documents, please contact Mary McIntosh at mmcintosh@germanna.edu. You will then receive an email with a separate URL link to submit your documents in a secured manner.

DO NOT EMAIL YOUR APPLICATION OR ANY SENSITIVE INFORMATION!
Only use the link that is provided.

APPLICANT SHOULD RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

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www.germanna.edu/workforce

(540) 891-3000



Awarding Policy and Distribution Plan for Financial Aid for Non-Credit Training Leading to Industry Credentials FANTIC

The FANTIC program provides funding for students demonstrating financial need and shall be used only for approved FastForward programs and related testing in compliance with guidelines herein. FANTIC funding is limited and subject to availability. Funds are intended to maximize investment of resources in students most likely to benefit, most likely to complete training, and most likely to attain a credential.

Priority of Service: FANTIC requests will be reviewed on a first come, first served basis and is based on availability of funds.

Determination of Eligibility and Student Selection:

1. **Application Process** — Students will complete the FANTIC application and provide required documentation.
2. **Application Review and Approval** — Applications will be reviewed for approval/non-approval based on FANTIC eligibility guidelines. Applicants will receive an email notification regarding the approval/non-approval of their applications.

Determination of Award Amount: GCC will make an award up to 100% of the tuition amount, based on availability of funds. GCC will utilize FANTIC funds to target students who are not eligible for other financial assistance to cover tuition costs and who fall within the FANTIC income eligibility guidelines. In addition, award amounts are based solely on institutional charges to the student. (Indirect costs, such as personal expenses, transportation, or childcare are not funded by FANTIC.)

Additional eligibility guidelines: If a FANTIC eligible student does not successfully complete the course, please note that (a) GCC will not require or request FANTIC students to pay back FANTIC funds used to pay for the first 1/3 of the FastForward course; (b) student is responsible for the second 1/3 of tuition, per the FastForward WCG Agreement; and (c) the student is ineligible for additional awards.

Notification of Award: Award recipients will receive an award letter outlining the amount of their award and a Memorandum of Understanding (MOU) detailing their responsibilities. The MOU will be signed by the student to acknowledge understanding and acceptance of the requirements, and a copy will be kept in the college's student record. No FANTIC funds will be disbursed directly to the student; funds will be transferred directly to the college and allocated to AIS Department Code 200029.

What is expected of FANTIC Applicants/Students?

1. They will regularly attend and complete the training; AND
2. Successfully attend the industry credential or license at the end of the program, and verify attainment of the credential in a timely manner to GCC; AND
3. Pay for the cost of the credential or license if it is not included in the cost of tuition.

4. If the student does not complete the program and seeks withdrawal or tuition refund, GCC Workforce Service's regular refund policy will apply.
5. If the student does not successfully complete the funded program, the student is ineligible for additional awards. However, the student may submit an appeal for unusual or mitigating circumstances.

Requirements of Award Upon Approval:

1. Your attendance and progress will be monitored regularly by the FANTIC Administrator. You may be requested to submit additional documentation regarding your progress.
2. You are expected to provide a copy of all industry certifications earned to the FANTIC Administrator. You must obtain your credential and provide a copy to GCC within 120 days of course completion.
3. If the credential testing is embedded in the course tuition and you are not successful with the initial credential test, then you are required to pay for any additional testing.
4. You are required to communicate employment status to the FANTIC Administrator for follow up and tracking.

What are the eligibility qualifications for FANTIC?

You must meet **all** of the following:

1. Be a **US citizen** or eligible noncitizen.
2. Be **domiciled in the Commonwealth of Virginia** for a minimum of twelve (12) months and demonstrate proof of residency with **one** of the following:
 - a. Have held a Virginia driver's license or Virginia DMV ID for a minimum of twelve (12) months.
 - b. Filed a Virginia tax return within the last twelve (12) months.
 - c. Be registered to vote in Virginia.
 - d. Own or operate a motor vehicle registered in Virginia.
3. Answer **NO** to the question, "Did you move to Virginia from another state for the purpose of attending school?"
4. Be **eighteen years old** if you have completed high school or earned a high school equivalency credential. Be **nineteen years old or older** if you have not completed high school or earned a high school equivalency credential.
5. Be in **compliance with Federal Selective Service** registration requirements.
6. **Not be enrolled in an associate or bachelor's degree program**, unless the Workforce program provides training related to the degree program and is necessary to meet a job requirement or advance employment success.
7. **Enroll in a preapproved GCC Center for Workforce credential program.**
8. Not receiving tuition and/or **forms of tuition funding** including employer assistance plans or other tuition assistance programs from WIOA, SNAP E&T, VIEW, TANF, DARS, etc., or any other non-state or federal programs.
9. Demonstrate **financial need** based on household income by:
 - a. Providing proof that either the **student or dependent student's parent(s)** is currently eligible for the Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF); **OR**
 - b. Demonstrating that the **student or the dependent student's parent(s) has a household adjusted gross income** that is either less than 200% or 300% of the Federal Poverty Guidelines depending on the student's physical home address. This qualification will be determined by GCC Workforce Services staff based on a Tax Return Transcript provided by the applicant.

- **You must apply to the IRS to get a Tax Return Transcript** that must accompany the application to determine your financial eligibility. **This process can take up to 10 business days.** Go to IRS website: <http://www.irs.gov/Individuals/Get-Transcript>.
- c. If the student's tax transcript is unavailable, satisfactory proof of prior year's income is required.

How do I apply?

1. Complete the **FANTIC Application** and required documents and send via secure link provided.
2. Complete the **Virginia Wizard** assessment and provide a copy with your FANTIC Application. <https://www.vawizard.org/wizard/assessment-combined> (NOTE: You will need to create an account and log in to take the assessment. When you finish, click on "**Show Careers**") and then right-click and print the screen. Send the completed Wizard assessment results, along with your completed FANTIC application.
3. FANTIC applications will be reviewed by Germanna staff to determine qualification. You may be required to apply for other funding sources based on your application responses/documentation prior to being evaluated for FANTIC.
4. As part of the application process, you will also sign a **Memorandum of Understanding** that outlines the expectations of and cost to the recipient and becomes a part of the application packet acknowledging your obligations and responsibilities for obtaining these funds.

GCC Workforce Services Class Cancellation Policy

In the event GCC Workforce Services cancels a class, the applicant will be given the option of moving to another section of the same class or receive a refund. Any financial assistance awarded will be refunded to GCC Workforce Services.

GCC Workforce Services Refund Policy

For classroom courses offered by Germanna, students may request course transfers or withdrawals seven or more calendar days prior to the start of class. No refunds, course transfers, or withdrawals may be made fewer than seven days prior to the start of class. This policy also applies to same course transfers. Please contact the Center for Workforce at **(540) 891-3000** between the service hours for any registration changes.

***NOTE: Some specialty classes and those offered through third-party partners may have refund deadlines 14 days or more, prior to class start date.**

Contact Information and Questions

For general questions, you may contact our office at gccworkforce@germanna.edu, or call **(540) 891-3000**, or stop by our office at the Fredericksburg Area Campus, 10000 Germanna Point Drive, Fredericksburg, VA 22408.



GCC FastForward FANTIC Application Packet

Only fully completed applications will be reviewed/considered. All required documentation must be provided with your application before the start of class.

Today's Date: _____

Applicant Name: First: _____ MI: _____ Last: _____

Street Address / PO Box: _____ Apt #: _____

Town/City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Daytime Phone Number: _____ Email: _____

HIGHEST EDUCATION ATTAINED: Some High School High School Graduate/GED
 Some College/Trade School Associate/Trade School Degree
 Bachelor's Degree Master's Degree Ph.D. or Ed.D.

Prequalifying Questions:

Please answer questions A-D to help us determine if **WCG FANTIC** is appropriate for you.

A. **Are you a veteran** who is eligible for GI Bill funding? Yes No

B. Are you **currently unemployed**? Yes No

If you answer yes, please answer the following question:

1) Are you eligible for or receiving unemployment benefits? Yes No

C. If you are employed, **were you laid off in the last 20 months and currently in an interim or temporary position?** Yes No

D. Are you **receiving any other tuition assistance** from other sources? Yes No

E. Are you currently receiving SNAP or TANF? Yes No

If you answer YES to any of the above questions, you may be eligible for other funding options.

1. Are you **currently enrolled in an Associate or Bachelor degree program?** Yes No

If currently enrolled, please complete the following:

Name of Institution: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Program of Study: _____

Expected Completion Date: _____

2. Have you registered for Selective Services **in compliance with the Selective Service Act?**

Yes No Female Applicant (SSA does not apply)

3. **Identification:** Official Photo-ID such as driver's license.

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4. **Proof of Virginia Domicile:** You must be a **domiciled in the Commonwealth of Virginia** for a minimum of twelve (12) months and demonstrate proof of domicile with **one** of the following:

- a. Hold a Virginia driver's license or Virginia DMV ID.
- b. Filed a Virginia tax return within the last twelve (12) months.
- c. Be registered to vote in Virginia.
- d. Own or operate a motor vehicle registered in Virginia.
- e. One of the following documents with the **applicant's name and address preprinted on the document.**

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

5. Did you move to Virginia from another state for the purpose of attending school? Yes No

6. **Age Verification:** One of the following legal documents that shows your date of birth:

- Birth Certificate State-Issued ID
 Passport Valid Driver's License

7. **Financial Need Verification** (Select Option 1 or 2 to verify financial need based on household income)

OPTION 1: SNAP or TANF eligibility

- Current/Active **SNAP Card and Letter of Eligibility** (Supplemental Nutrition Assistance Program)
 Current/Active **TANF Card & Letter of Eligibility** (Temporary Assistance for Needy Families)

OPTION 2: Household Income (must meet one of the below requirements)

1. IRS Tax Return Transcript

You must provide an IRS Tax Return Transcript. Go to IRS website (allow 10 business days to arrive in mail): <http://www.irs.gov/Individuals/Get-Transcript>

I have attached a **Tax Return Transcript** from my most recent tax return.

2. The applicant is claimed as a dependent on another's tax return.

If yes, the Tax Return Transcript submitted must be from the tax return on which they are claimed, not the applicant's tax return. See above for the process for obtaining Tax Transcripts.

I have attached a **Tax Return Transcript** from the most recent tax return of the person that can claim me.

3. The applicant's financial situation changed within the last year or the tax transcript is not available.

If yes, must provide Letter of Appeal and satisfactory documentation showing proof of your situation.

I have attached a **Letter of Appeal** and **proof of my financial situation.**

Based on (1) the Family Size of your household (Exemptions), and (2) **ADJUSTED GROSS INCOME** on your **IRS Tax Return Transcript**, we will use the following table to determine your financial eligibility.

APPENDIX A: FEDERAL POVERTY GUIDELINES (200% of Poverty Guidelines*)

APPENDIX A: 2022 FEDERAL POVERTY GUIDELINES (200% of Poverty Guidelines*)

Family Type	Maximum Income Allowed	Family Type	Maximum Income Allowed
1 person	\$27,180	5 people	\$64,940
2 people	\$36,620	6 people	\$74,380
3 people	\$46,060	7 people	\$83,820
4 people	\$55,500	8 people	\$93,260

* Source: <https://aspe.hhs.gov/poverty-guidelines>

8. Select the **Eligible Workforce Credential Grant Training Program** in which you wish to enroll. If you are interested in receiving FANTIC for more than one program, you must submit a FANTIC application for each program.

PROGRAM NAME		CERTIFYING ORGANIZATION
<input type="checkbox"/>	Commercial Driver’s License (CDL)	Virginia Department of Motor Vehicles
<input type="checkbox"/>	Class A CDL	
<input type="checkbox"/>	Class B CDL	
<input type="checkbox"/>	Intermediate Work Zone	Virginia Department of Transportation
<input type="checkbox"/>	Welding – Level I	American Welding Society (AWS)
PROGRAM START DATE:		

What is your Education Background: Some High School GED High School Degree
 Some college College Degree

Describe your work history:

Are there any potential barriers that might prevent you from completing the training program and being successful in this career path?

How does this training & certification fit into your career goals?

The parties agree that this application may be electronically signed. The parties agree that the electronic signatures appearing on this application are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

APPLICANT NAME

APPLICANT SIGNATURE

APPLICANT MEMORANDUM OF UNDERSTANDING FOR FANTIC AWARD (MOU)

I understand and fully agree with each of the following conditions associated with applying for and receiving funding for the **FastForward Financial Aid for Non-Credit Training Leading to Industry Credentials**:

1. I have accurately and truthfully completed this application for FastForward Financial Aid for Non-Credit Training Leading to Industry Credentials (FANTIC) and am not receiving other forms of financial assistance including, but not limited to, Veteran's GI Benefits and WIOA Funding. Failure to fully disclose information or false statements/information will disqualify me from consideration.
2. I understand the purpose of this funding is to financially assist me to gain the knowledge **AND the applicable industry recognized credential or license**. Seeking the applicable credential or license, whether it is incorporated in my program or requires me to obtain the certification at additional cost to myself is an **expectation** for accepting these funds.
3. I understand that funding is limited. And, if approved for this funding, I will be responsible for providing all required documentation. The remaining cost of tuition, up to a maximum of 100%, will be covered by the FastForward Financial Aid for Non-Credit Training Leading to Industry Credentials (FANTIC). Any additional costs required for credential/license attainment not included in the cost of the program are **solely my responsibility**.
4. I understand that I am responsible for successfully obtaining my industry credential/license.
5. It is my obligation to present validation documentation of my industry credential/license to the GCC Workforce Services office.
6. I understand my obligation to attend all scheduled classes since absences may compromise my success and ability to acquire the necessary information, training, and preparation for certification. I will make the commitment necessary to successfully complete the program requirements and will promptly seek the related credential/license.
7. I understand that, as part of the **FastForward Grant** expectation, I am responsible for completing this program and obtaining my credential/license.
8. I understand there are no job guarantees expressed or implied, and the responsibility for finding employment is solely my own.
9. I agree to respond promptly to requests for information related to this agreement and/or the class if contacted before, during, or after the class and to provide GCC Workforce Services with a current/updated daytime phone number and email.
10. I agree to provide information needed to complete the follow-up documentation in a timely manner. I will provide documentation of the credential/license within 120 days of completing the Workforce Services program.

THIS SECTION TO BE COMPLETED BY WORKFORCE SERVICES REPRESENTATIVE

Program Selection: _____

Total Program Cost: \$ _____

Certification: **Included** in Program Cost
 Additional Program costs may apply and are the full responsibility of the student (and may include cost of physicals, books, uniforms, and supplies). Please contact the Center for Workforce for additional program details.

ESTIMATED OUT OF POCKET EXPENSE TO APPLICANT \$ _____

I understand and fully agree to abide by the conditions of the MOU’s contractual, financial, and credential/license obligations as stated above in consideration for receiving GCC FANTIC Assistance:

The parties agree that this application may be electronically signed. The parties agree that the electronic signatures appearing on this application are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

APPLICANT SIGNATURE _____

DATE _____

GCC STAFF SIGNATURE _____

DATE _____

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