

# Center for Workforce & Community Education

## FANTIC and FANTIC G3 Application Checklist

Thank you for your interest in the FANTIC and FANTIC G3 Tuition Assistance program. This 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.

- ☐ New Students create a student profile here: <https://germanna.augusoft.net/>
  - **Must show as domiciled in Virginia to qualify.**
- ☐ 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 (A picture of the outside of the envelope is NOT acceptable.)*
- ☐ Selective Service acknowledgment letter (if applicable) – <https://www.sss.gov/verify/>
- ☐ Financial Need Verification
  - 2022 Federal Tax Return Transcript – [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript)
    - *If you are not able to obtain your transcript, you may submit your 2022 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

Complete FANTIC/FANTIC G3 Guidelines and Instructions can be found [HERE](#) or by scanning QR code below:



### DO NOT EMAIL YOUR APPLICATION OR ANY SENSITIVE INFORMATION!

**Only use the link that is provided.**

*If you have any additional questions, please contact Mary McIntosh at (540) 891-3029 or [mmcintosh@germanna.edu](mailto:mmcintosh@germanna.edu).*

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

07/03/2023

# Germanna Workforce

## FANTIC and FANTIC G3 Application Packet

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

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

Applicant Name:

First: \_\_\_\_\_ MI: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

Town/City: \_\_\_\_\_ Virginia, Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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 or FANTIC G3** 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's 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.
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.**

8. Select the **Eligible Workforce Credential Grant Training Program** in which you wish to enroll. *If you are interested in receiving FANTIC or FANTIC G3 for more than one program, you must submit a FANTIC application for each program.* (The only programs that can be awarded together are Core Craft with a Level 1 Trade, or CompTIA IT Fundamentals and CompTIA A+)

**Write the FANTIC or FANTIC-G3 eligible program\* are you interested in below:**

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\*Income requirements and a complete list of FANTIC and FANTIC G3 programs can be found here: [List of Eligible FANTIC and FANTIC G3 Programs and Income Requirements](#) or Scan QR code below:



9. **Answer the work-related questions below and sign the form.**

Describe your work history:

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

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

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*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.*

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**APPLICANT NAME**

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**APPLICANT SIGNATURE**

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