## Center for Workforce & Community Education

## **Workforce Financial Aid Application Checklist**

Thank you for your interest in Germanna Workforce programs. Financial Assistance is available through multiple programs and grants including, but not limited to, FastForward, FANTIC and FANTIC-G3. 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.

<ul> <li>Must show as domiciled in Virginia to qualify for FastForward, FANTIC and FANTIC G3.</li> <li>Virginia Driver's License**/Official State ID/Passport</li> </ul>				
☐ Virginia Driver's License**/Official State ID/Passport				
Proof of Residency**				
<ul> <li>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.)</li> </ul>				
Selective Service acknowledgment letter (if applicable)** – <a href="https://www.sss.gov/verify/">https://www.sss.gov/verify/</a>				
Financial Need Verification**				
<ul> <li>2022 Federal Tax Return Transcript – <u>www.IRS.gov/individuals/get-transcript</u></li> </ul>				
If you are not able to obtain your transcript, you may submit your 2022 1040 Tax Retu Please remember to sign and date the signature page.				
o SNAP Benefits Statement				
Complete the Virginia Wizard assessment** - <a href="https://www.vawizard.org/wizard/assessment-combined">https://www.vawizard.org/wizard/assessment-combined</a>				
<ul> <li>Unfortunately, the assessment does not allow you to print off proof of completion. You may propriet proof of your completion by taking a screen shot of the completion page.</li> </ul>				
☐ Completed and Signed FANTIC Application				

FANTIC/FANTIC G3 Award Policy can be found online here or by scanning QR code below and clicking on FANTIC/FANTIC G3
Award Policy from list



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

Only use the link that is provided.

If you have any additional questions, please email FAWorkforce@germanna.edu.

When you are ready to submit your completed application and supporting documents, please email <a href="mailto:FAWorkforce@germanna.edu">FAWorkforce@germanna.edu</a>. You will then receive an email with a separate URL link to submit your documents in a secure manner.

\*\*ANSWER REQUIRED for FANTIC and FANTIC-G3

updated March 11, 2024



## Germanna Workforce Workforce Financial Aid 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: \_\_\_\_ \_\_\_\_\_ Apt: \_\_\_\_ Address: Town/City: \_\_\_\_\_ Virginia, Zip Code: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ Current Employer: Ethnicity: \_\_\_\_\_ Our Communication Method: Our primary method to provide important information to you will be via the email address you provide to us in this document (Please write clearly). You are welcome to call at any time and we will contact you via the phone number you have provided in this document as necessary. It is your responsibility once you apply to monitor your email and voicemail from us and respond promptly. If either your email, or phone number changes it is your responsibility to contact us to update. **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:** 1. Please answer questions A-F to help us determine if which funding source is appropriate for you. a. **Are you a veteran** who is eligible for veterans benefits? □Yes □No □Yes  $\square$ No b. Are you currently unemployed? ΠNo *If yes,*: Are you eligible for or receiving unemployment benefits? ☐ Yes c. If employed, were you laid off in the last 20 months and currently in an interim or temporary position? d. Are you **receiving any other tuition assistance** from other sources? □Yes □No e. Are you currently receiving SNAP or TANF?  $\square$ No f. Have you been awarded FANTIC, G3 or other Workforce financial aid in the past year?\*\* □No *If yes*, what credential did you earn? 2. Are you currently enrolled in an associate or bachelor's degree program? \*\* □Yes □No If currently enrolled, please complete the following: Name of Institution: Program of Study: \_\_\_\_\_ Expected Completion Date: Have you registered for Selective Services in compliance with the Selective Service Act\*\*? □ No ☐ Female Applicant (SSA does not apply)



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4.	minimu	of of Virginia Domicile**: You must be domiciled in the Commonwealth of Virginia for a nimum of twelve (12) months and demonstrate proof of domicile with one of the following:  a. 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? $\square$ Yes $\square$ No					
6.	Identification birth:	<b>Identification and Age Verification**:</b> One of the following legal documents that shows your photo and date of birth:			e of	
		☐ Birth Certificate	☐ State-Issued ID			
		☐ Passport	☐ Valid Driver's License			
7.	Financia	I Need Verification ** (fina	ncial need based on household	<u>income</u> )		
OPTION 1: SNAP or TANF eligibility (please submit recent statement or letter of eligibility)						
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): <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a> • I have attached the required Tax Return Transcript If you are not able to obtain your transcript, you may submit the 1040 Tax Return. Please remember to sign and date the signature page.  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.						
		you are not able	<del></del>	script of the person that can claim me. If a submit the 1040 Tax Return. Please		
		yes, must provide Letter of		ear, or the tax transcript is not available.  entation showing proof of your situation.  ancial situation.		
8.	*ANSV	VER REQUIRED*				
<mark>Vri</mark>	te the W	orkforce class or program*	you are interested in below**	<u>.</u>		
*FANTIC and FANTIC G3 Programs and ・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・						
income guidelines can be found online						
here or Scan QR code and click on  FANTIC/FANTIC G3 Income guidelines and						
		<u>is</u> from list.	<del></del>			

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<ol> <li>Answer the work-related questions below and sign the form.</li> <li>Describe your work history:</li> </ol>				
Are there any potential barriers that might prevent you in this career path?	u from completing the training program and being successfu			
In this career path:				
What are your career and educational goals? In the ne	xt 12 months, and in the next 2-3 years?			
How will this financial assistance impact your educatio	nal and career goals?			
The parties agree that this application may be electronically on this application are the same as handwritten signatures f	signed. The parties agree that the electronic signatures appearing for the purposes of validity, enforceability, and admissibility.			
APPLICANT NAME	APPLICANT SIGNATURE			

When you are ready to submit your completed application and supporting documents, please email <a href="mailto:FAWorkforce@germanna.edu">FAWorkforce@germanna.edu</a>. You will then receive an email with a separate URL link to submit your documents in a secured manner.