

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.

- New Students create a student profile here: <https://germanna.augusoft.net/>
 - **Must show as domiciled in Virginia to qualify for FastForward, FANTIC and FANTIC G3.**
- Virginia Driver's License**/Official State ID/Passport
- 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**
 - 2023 Federal Tax Return Transcript – www.IRS.gov/individuals/get-transcript
 - *If you are not able to obtain your transcript, you may submit your 2023 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

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 FAWorkforce@germanna.edu. 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 June 24, 2024

4. **Proof of Virginia Domicile****: You must be **domiciled in the Commonwealth of Virginia** for a minimum of twelve (12) months and demonstrate proof of domicile with **one** of the following:
- One of the following documents with the **applicant's name and address preprinted on the document**.

<input type="checkbox"/> Utility Bill	<input type="checkbox"/> Housing Contract	<input type="checkbox"/> Voter Registration Card
<input type="checkbox"/> Rent Receipt	<input type="checkbox"/> Bank Statement	
5. Did you move to Virginia from another state for the purpose of attending school? Yes No
6. **Identification and Age Verification****: One of the following legal documents that shows your photo and date of birth:
- | | |
|--|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> State-Issued ID |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Valid Driver's License |
7. **Financial Need Verification **** (financial need based on household income)
- 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)**
- 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** 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.*
 - 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** the required **Tax Return Transcript** of the person that can claim me. *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.*
 - 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. ***ANSWER REQUIRED*** Write the Workforce class or program (Core Craft, HVAC 1, Electrical 2, Phlebotomy, CDL, etc.)* you are interested in below**:

*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 programs](#) from list.



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

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?

What are your career and educational goals? In the next 12 months, and in the next 2-3 years?

How will this financial assistance impact your educational and 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

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