

Center for Workforce & Community Education

FANTIC Application Instructions for Workforce Financial Aid

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 required documentation as soon as possible.

Information on the FANTIC Grant including Awarding Policy and Income guidelines can be found here: <https://germanna.edu/student-experience/paying-school/tuition-assistance-career-training/fantic-tuition-assistance>

For questions about the FANTIC grant process, required documents or updates, email FAWorkforce@germanna.edu

New Students, contact a Workforce advisor for information on program requirements and help creating a student profile.

All applicants must have created a student profile and show as domiciled in VA to qualify for FastForward and FANTIC/G3. You can reach a Workforce advisor at GCCWorkforce@germanna.edu

Only fully completed applications will be reviewed/considered. All required documentation must be provided with your application. Below is the information needed to evaluate application packets.

- Completed and Signed FANTIC Application form.
- Valid ID such a 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/>
 - o If you were not required to file please provide documents on when you entered the US
- Financial Need Verification: 2023 Federal Tax Return Transcript – www.irs.gov/individuals/get-transcript or current SNAP Benefits Statement. *Additional requirement details can be found on application page 4*

DO NOT EMAIL YOUR APPLICATION OR ANY SENSITIVE INFORMATION!

Only use the link that is provided.

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.

-updated September 24, 2024

Germanna Workforce Financial Aid FANTIC Application Packet

Only fully completed applications will be reviewed/considered. All required documentation must be provided with your application.

For questions about this form and requirements email FAWorkforce@germanna.edu

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). As necessary, we will contact you via the phone number you have provided in this document. Once you apply, **it is your responsibility 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.

Date: _____

Lumens Student ID: _____ **Applicants MUST show as domiciled in VA on their student profile to qualify**

Applicant Name:

First: _____ MI: _____ Last: _____

Address: _____ Apt: _____

Town/City: _____ Virginia, Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Email: _____ Phone: _____

Current Employer: _____ Ethnicity: _____

Name of Workforce class Applicant wants to take: (DO NOT LEAVE BLANK)

Prequalifying Questions:

1. 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.

2. 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

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

If yes,: Are you eligible for or receiving unemployment benefits? Yes No

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

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- d. Are you **receiving any other tuition assistance** from other sources?
Yes No
- e. Are you currently receiving SNAP or TANF? Yes No
- f. Have you been awarded FANTIC, G3 or other Workforce financial aid in the past year?
Yes 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: _____

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

4. **Answer the work-related questions below**

Briefly 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?

Required Documents: Application will not be complete without all REQUIRED documentation.

- 1. Have you registered for Selective Services **in compliance with the Selective Service Act****?
 Yes No Female Applicant (SSA does not apply)
 If yes, attached copy of Selective Service acknowledgement letter. (<https://www.sss.gov/verify/>)
 If no, please provide documents on when you entered US.
- 2. **Proof of Virginia Domicile:** You must show proof of domicile with **one** of the following:
 - a. Submit one of the following documents with the **applicant’s name and address preprinted on the document. A pic of the outside on an envelope is NOT acceptable.**
 - Utility Bill Housing Contract Voter Registration Card
 - Rent Receipt Bank Statement

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3. **Identification and Age Verification:** Submit one of the following legal documents that shows your photo and date of birth:
- State-Issued ID Passport Valid Driver's License
4. **Financial Need Verification** ** (financial need based on household income) Income Guidelines can be found at <https://germanna.edu/student-experience/paying-school/tuition-assistance-career-training/fantic-tuition-assistance>
- 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. 2023 IRS Tax Return Transcript (over age 24)**
 Applicant 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>
- **Attach** 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 OR is under age 24 and receiving substantial financial support (such as receiving food and housing) from parent or family member.**
 The Tax Return Transcript submitted must be from the tax return of parent/family member giving support or on which the applicant is claimed, NOT the applicant's tax return. See above for the process for obtaining Tax Transcripts.
- 3. The applicant's financial situation changed within the last year, or the tax transcript is not available.**
 If yes, Letter of Appeal must be submitted, proof of non-filer status from IRS. (Non-filer notice can be found: <http://www.irs.gov/Individuals/Get-Transcript>) and satisfactory documentation showing proof of your situation.

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.

The FANTIC Award Policy can be found at <https://germanna.edu/student-experience/paying-school/tuition-assistance-career-training/fantic-tuition-assistance>

I acknowledge the FANTIC Award Policy, and that all information given is accurate and correct to the best of my ability.

APPLICANT NAME

APPLICANT SIGNATURE

To receive SECURE LINK to submit documents, please email FAWorkforce@germanna.edu when you are ready. You will be sent an email with a separate URL link to submit your documents in a secured manner.