

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**
 - 2022 Federal Tax Return Transcript – 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

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 contact Mary McIntosh at (540) 891-3029 or mmcintosh@germanna.edu.

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 secure manner.

**ANSWER REQUIRED for FANTIC and FANTIC-G3

updated October 25, 2023

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: _____

Address: _____ Apt: _____

Town/City: _____ Virginia, Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Email: _____ 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:

- Please answer questions A-F to help us determine if which funding source is appropriate for you.
 - Are you a veteran who is eligible for veteran's benefits? Yes No
 - Are you **currently unemployed**? Yes No
If yes: Are you eligible for or receiving unemployment benefits? Yes No
 - If employed, were you **laid off in the last 20 months and** currently in an interim or temporary position? Yes No
 - Are you **receiving any other tuition assistance** from other sources? Yes No
 - Are you currently receiving SNAP or TANF? Yes No
 - Have you been awarded FANTIC, G3 or other Workforce financial aid in the past year? **
 Yes No **If yes,** what credential did you earn? _____

- 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** **?
 Yes No Female Applicant (SSA does not apply)

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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.**
 - 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. **Identification and Age Verification****: One of the following legal documents that shows your photo and date of birth:
- Birth Certificate
 - State-Issued ID
 - Passport
 - 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 program* 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.



**ANSWER REQUIRED for FANTIC and FANTIC-G3

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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 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.