

Vermont non-degree grant application 2009–2010

for courses beginning between July 1, 2009, and June 30, 2010

General information

The Vermont Non-Degree Grant is intended to help Vermonters enhance job skills and improve employability, and to provide nontraditional students with an introduction to a postsecondary educational program.

If you do not have a bachelor's degree and need help with career and education planning, financial aid information, or financial aid forms, call **800-642-3177** (or **655-9602** in the Burlington area) and ask for Outreach. For all others, if you need help completing this application, contact VSAC Customer Relations at the telephone number below.

How to apply

Complete the attached Vermont Non-Degree Grant application and return it to VSAC. Attach a copy of your 2008 federal income tax return (and your spouse's/civil union partner's, if applicable), including all schedules and W-2s (if you filed).

- Applications are considered on a first-come, first-served basis as long as funding is available.
- Applicants will be notified of their eligibility approximately 2–3 weeks after the application is complete.
- If eligible, the amount of the Vermont Non-Degree Grant awarded to a student is calculated based on the student's financial need and the cost of the course, up to a maximum award, which is determined each year. Because of limited funds, a student will be considered for only two courses per enrollment term, up to two enrollment terms per year.
- VSAC will contact your school to verify enrollment and costs after your course has started. Once enrollment has been verified, the Non-Degree Grant will be disbursed directly to your school.

Who is eligible

You must...

- be a Vermont resident and have lived in the state of Vermont for one year prior to the start of your class;
- be a U.S. citizen or eligible non-citizen;
- be enrolled in a non-degree or non-matriculated program (*if you are unsure, please check with your school*);
- have financial need as determined by the VSAC Grant Program;
- not have already received six terms of the Vermont Non-Degree Grant;
- not be receiving a Vermont Incentive Grant (full-time) or a Vermont Part-Time Grant for a degree program for the same semester or for two semesters during the 2009–2010 academic year;
- not have been enrolled as a high school student within the past three months unless you have a high school diploma or G.E.D.;
- not have previously received a Vermont Non-Degree Grant for the same course for which you are now applying;
- not be in default on an education loan;
- and not be enrolled in a correspondence, self-improvement, recreational, peer review, or testing preparatory course.



Vermont Student Assistance Corporation

10 East Allen Street
PO Box 2000
Winooski, VT 05404-2601
Toll-free **800-882-4166**
Burlington area **654-3750**
TDD 800-281-3341
TDD Burlington area 654-3766
Fax 802-654-3765

E-mail address: info@vsac.org

Online: www.vsac.org

Instructions for the 2009–2010 Vermont Non-Degree Grant Application

(for courses beginning between July 1, 2009, and June 30, 2010)

Section A: Demographic information

Generally, you are an eligible non-citizen if you are:

- a U.S. permanent resident with a Permanent Resident Card (I-551); or
- a conditional permanent resident (I-551C); or
- the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security, showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired), Cuban-Haitian Entrant, victim of human trafficking, or T-visa holder (T-1, T-2, T-3, etc.)

County codes:

CODE #	COUNTY	CODE #	COUNTY
01	ADDISON	08	LAMOILLE
02	BENNINGTON	09	ORANGE
03	CALEDONIA	10	ORLEANS
04	CHITTENDEN	11	RUTLAND
05	ESSEX	12	WASHINGTON
06	FRANKLIN	13	WINDHAM
07	GRAND ISLE	14	WINDSOR

Section B: Course information

- You may apply for a Vermont Non-Degree Grant for two terms in the academic year and up to *two courses per term*.
- Your enrollment term(s) is determined by the starting date of your course(s). The four possible enrollment terms are: **Summer** (July–August), **Fall** (September–December), **Winter** (January–April), **Spring** (May–June)
- Mandatory fee: A fixed cost (such as a registration fee or lab fee) that every student enrolled in the course is charged. Mandatory fees do not include expenses such as books, supplies, credit fees, testing fees, license fees, travel, lodging, or food. If unsure, please call VSAC.
- Books and supplies: Include only the costs for books and supplies billed directly by the school.

Section C: Applicant status

- Answer questions 1–3 for all three years.
- If you are an orphan or a ward of the court, answer “No” to all questions.
- If you answer “Yes” to any of the questions, your parent(s) information may be required. If necessary, a worksheet will be sent to you once VSAC receives and processes your application. If you would like to speed up the application process, please contact the VSAC Grant Program and we will send you the worksheet.

Section D: Applicant (and spouse/civil union partner) information

- **Number of family members in 2009–2010**
Include the total number of people in your household whom you (and your spouse/civil union partner, if applicable) will support in 2009–2010. Include yourself, your spouse/civil union partner, and dependent children who will reside with you more than half of the year.
- **Number of family members in college in 2009–2010**
Of the number reported in the previous question, provide the number of family members who will be in college at least half time. Include yourself (even if you are in an education or training program other than college) and other family members who will be in college at least half time.
- **Income (questions 1–5)**
Do not leave any questions blank. If the question does not apply, please enter “0” or “N/A.” Report all sources of your actual 2008 income (and your spouse’s/civil union partner’s, if applicable). If you are divorced or separated, be sure to list only your income and/or benefits, as well as any benefits (such as child support) received for your dependent children. (If your income for 2009 will be lower than 2008, please report your entire 2009 estimated income.)
- **Assets (questions 6–14)**
Do not leave any questions blank. If the question does not apply, please enter “0” or “N/A.” List the current resale value and the outstanding debt of each asset you own. If you are divorced or separated, be sure to list only your share of the asset and debt.

Section E: Certification and signatures

Sign the application on the line provided. If you are married or in a civil union partnership, your spouse/civil union partner must also sign the application. Please print the full name and Social Security number of your spouse/civil union partner in the spaces provided.



MAIL COMPLETED FORM TO:

10 East Allen Street PO Box 2000
 Winooski, VT 05404
 Toll-free Burlington area
 TDD 800-281-3341 • TDD Burlington area 654-3766
 Fax 802-654-3765 • E-mail

(for courses beginning between July 1, 2009, and June 30, 2010)

(please print)

1. Applicant's Social Security Number	2. Applicant's Name Last First	Mid. Init.	3. Gender M <input type="checkbox"/> F <input type="checkbox"/>	4. County: Use codes from previous page
				CODE NAME

5. Applicant's Permanent Mailing Address Number and Street	City	State	Zip Code

6. Telephone Number Area Code	7. Date of Birth Month Day Year	8. E-mail address

Are you a Vermont resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	I have lived in Vermont since (mm/dd/yyyy): ____/____/____
Are you a U.S. citizen or eligible non-citizen? (see instructions) <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently in default on an education loan? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	What was your last date of attendance in high school? (mm/dd/yyyy): ____/____/____

You may apply for a Non-Degree Grant for a maximum of two enrollment terms per year. The four possible enrollment terms are:
Summer (July–August) **Fall** (September–December) **Winter** (January–April) **Spring** (May–June)

ENROLLMENT TERM #1				
School or program (include full name, address, and phone number)	Name of 1st course	Start date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory fees \$ _____ Supplies \$ _____	Course length
	Purpose for taking course:			
	Source and amount of other aid you are receiving for this course:			
School or program (include full name, address, and phone number)	Name of 2nd course	Start date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory fees \$ _____ Supplies \$ _____	Course length
	Purpose for taking course:			
	Source and amount of other aid you are receiving for this course:			
ENROLLMENT TERM #2				
School or program (include full name, address, and phone number)	Name of 1st course	Start date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory fees \$ _____ Supplies \$ _____	Course length
	Purpose for taking course:			
	Source and amount of other aid you are receiving for this course:			
School or program (include full name, address, and phone number)	Name of 2nd course	Start date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory fees \$ _____ Supplies \$ _____	Course length
	Purpose for taking course:			
	Source and amount of other aid you are receiving for this course:			

Answer each question for all three years.	2007	2008	2009
1. Did/will your parent(s) claim you as a U.S. income tax exemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Did/will you receive more than \$1,600 support from your parent(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Did/will you live with your parent(s) for more than six weeks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Current status (<i>please check one</i>) <input type="checkbox"/> Single <input type="checkbox"/> Married/remarried <input type="checkbox"/> Civil union partnership <input type="checkbox"/> Widowed <input type="checkbox"/> Separated/divorced	List the yearly amount of child support PAID (not received) in: 2008 \$ _____ 2009 \$ _____
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Number of family members in 2009–2010 (see instructions)	Number of family members in college in 2009–2010 (always include yourself; see instructions)
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Did/will you file a 2008 federal income tax return? Yes No
If you answered YES, submit a copy of your 2008 federal income tax return (and your spouse's/civil union partner's, if applicable) with all schedules and W-2s.

INCOME (<i>do not leave any blanks for actual 2008 income</i>)	Actual 2008	Estimated 2009
1. Applicant's wages, salaries, tips	1. \$ _____	1. \$ _____
2. Spouse's/civil union partner's wages, salaries, tips	2. \$ _____	2. \$ _____
3. Other taxable income (including pension; IRA; business, farm, or rental income; interest and dividend income; unemployment benefits)	3. \$ _____	3. \$ _____
4. Untaxed income (B) (including child support received, veterans' benefits, other untaxed income not included in question 5)	4. \$ _____	4. \$ _____
5. Untaxed income (A) (including Social Security benefits, welfare benefits such as ANFC or TANF, food stamps, fuel assistance)	5. \$ _____	5. \$ _____

ASSETS (<i>do not leave any blanks</i>)		
6. Current savings, checking accounts, and cash on hand	6. \$ _____	
7. Home value	7. \$ _____	
8. Home debt	8. \$ _____	
9. Other real estate/investments value (CDs, trusts, stocks, bonds, securities)	9. \$ _____	
10. Other real estate/investments debt (CDs, trusts, stocks, bonds, securities)	10. \$ _____	
11. Farm value	11. \$ _____	
12. Farm debt	12. \$ _____	
13. Business value	13. \$ _____	
14. Business debt	14. \$ _____	

The undersigned certify that the information on this form or any other submission in connection with this application for the Vermont Non-Degree Grant Program is correct and complete to the best of our knowledge. We hereby authorize Vermont Student Assistance Corporation (VSAC) to obtain from the appropriate authorities copies of our U.S. or Vermont income tax returns, or any information contained in such returns that they may deem necessary. We understand that the information submitted will be held in strict confidence, except that VSAC may share and exchange any information we provide to VSAC, related to financial need analysis, tax returns, residency, financial aid awards (grants, scholarships, loans, work-study, etc.) and enrollment status with (i) educational institutions, training institutions, colleges, universities, scholarship organizations, (ii) any individual or group considering the student for financial assistance in or outside Vermont, (iii) the undersigned, and (iv) pursuant to court order or proper legal process. We agree to promptly refund and repay to VSAC any non-degree grant funds awarded that VSAC determines to have been based upon incorrect information supplied on this application, or in any tax returns, need analysis statement, or other required documentation.

Applicant's signature:	Date:
Spouse's/civil union partner's name (printed):	Spouse's/civil union partner's Social Security number:
Spouse's/civil union partner's signature:	Date: