



2018–2019

Vermont Non-Degree Grant Application

**For Courses
Beginning
July 1, 2018–
June 30, 2019**

General Information

The Vermont Non-Degree Grant is intended to help Vermonters enhance job skills that improve employability or to provide non-traditional students with an introduction to a postsecondary educational program.

If you don't have a bachelor's degree and need help with career and education planning, financial aid information, or financial aid forms, call our Outreach department toll-free at 877-961-4369 (or 654-3793 in the Burlington area). If you need help completing this application, contact the VSAC Grant Program at the telephone numbers below.

How to Apply

Complete the attached Vermont Non-Degree Grant application and return it to VSAC. Attach a copy of your 2016 federal income tax return (and your spouse's/civil union partner's, if applicable), including all schedules and W2s (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 (based on program type) that 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're unsure, please check with your school*) at a school or business approved by VSAC;
- 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 (for full-time study) or a Vermont Part-Time Grant for the same semester, or for two semesters during the 2018–2019 academic year;
- have a high school diploma or G.E.D. If you don't have either of these, you must not have been enrolled as a high school student within the past three months;
- not have previously received a Vermont Non-Degree Grant for the same course for which you're 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.

TOLL FREE
800-882-4166

BURLINGTON AREA
654-3750

ONLINE
vsac.org

E-MAIL
grants@vsac.org



Instructions for the 2018–2019 Vermont Non-Degree Grant Application

(for courses beginning between July 1, 2018, and June 30, 2019)

Section A: Demographic Information

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

- a permanent U.S. resident with a Permanent Resident Card (I-551); or
- a conditional permanent resident with a Conditional Green Card (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.)

Vermont Counties	
ADDISON	LAMOILLE
BENNINGTON	ORANGE
CALEDONIA	ORLEANS
CHITTENDEN	RUTLAND
ESSEX	WASHINGTON
FRANKLIN	WINDHAM
GRAND ISLE	WINDSOR

Number of family members in 2018–2019

- Include the total number of people in your household whom you (and your spouse/civil union partner, if applicable) will support in 2018–2019. Include yourself, your spouse/civil union partner, and dependent children who will be receiving more than half of their support from you between July 1, 2018, and June 30, 2019.

Section B: Applicant Status

- Answer questions 1–3 for all three years.
- 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 have extenuating circumstances with regard to providing your parent information, please notify us in writing.

Section C: 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 D: Applicant (and Spouse/Civil Union Partner) Information

- **Income** (questions 3–4)

Do not leave any questions blank. If the question doesn't apply, please enter “0” or “N/A.” Report all sources of your actual 2016 untaxed income (and your spouse's/civil union partner's, if applicable). If you are divorced or separated, be sure to list only your information, as well as any benefits (such as child support) received for your dependent children. (If your income for 2018 will be lower than 2016, please attach a separate letter to request that we use your 2018 income.)

- **Assets** (questions 5–13)

Do not leave any questions blank. If the question doesn't 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

Read the certification and sign the application on the line provided.



MAIL COMPLETED FORM TO:

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

E-MAIL grants@vsac.org ONLINE vsac.org

2018-2019

Vermont Non-Degree Grant Application

(for courses beginning between July 1, 2018, and June 30, 2019)

SECTION A: Demographic Information (please print)

1. Applicant's Name First Last Mid. Init.			2. Applicant's Social Security Number			3. Gender M <input type="checkbox"/> F <input type="checkbox"/>		4. County			
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. Email Address					
9. Are you a Vermont resident? <input type="checkbox"/> Yes <input type="checkbox"/> No						If Yes: I have lived in VT since (mm/dd/yyyy) ___/___/___					
10. Current status (please check one) <input type="checkbox"/> Single <input type="checkbox"/> Married/Remarried <input type="checkbox"/> Civil union partnership <input type="checkbox"/> Widowed <input type="checkbox"/> Separated/Divorced											
11. Are you a U.S. citizen or eligible non-citizen? (see instructions) <input type="checkbox"/> Yes <input type="checkbox"/> No						12. Are you currently in default on an education loan? <input type="checkbox"/> Yes <input type="checkbox"/> No					
13. Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No						If No: My last date of attendance in high school was (mm/dd/yyyy) ___/___/___					
14. Do you have children who receive more than half of their support from you? <input type="checkbox"/> Yes <input type="checkbox"/> No						15. Number of family members in 2018-2019 (see instructions) _____					

SECTION B: Applicant Status

Answer questions 1-3 for all three years.	2016	2017	2018
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 \$3,300 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
4. Are you an orphan or a ward of the court?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C: Course Information

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 & phone number)	Name of 1st Course	Start Date (mm/dd/yyyy) ___/___/___	Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____	Course Length
	Purpose for taking course: <input type="checkbox"/> Employability <input type="checkbox"/> Preparation for admittance to a degree program <input type="checkbox"/> Other			
	Source and amount of other aid you are receiving for this course:			
School or Program (include full name, address & phone number)	Name of 2nd Course	Start Date (mm/dd/yyyy) ___/___/___	Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____	Course Length
	Purpose for taking course: <input type="checkbox"/> Employability <input type="checkbox"/> Preparation for admittance to a degree program <input type="checkbox"/> Other			
	Source and amount of other aid you are receiving for this course:			

SECTION C: Course Information, continued

ENROLLMENT TERM #2				
School or Program (include full name, address & phone number)	Name of 1st Course	Start Date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____	Course Length
	Purpose for taking course: <input type="checkbox"/> Employability <input type="checkbox"/> Preparation for admittance to a degree program <input type="checkbox"/> Other			
	Source and amount of other aid you are receiving for this course:			
School or Program (include full name, address & phone number)	Name of 2nd Course	Start Date (mm/dd/yyyy) ____/____/____	Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____	Course Length
	Purpose for taking course: <input type="checkbox"/> Employability <input type="checkbox"/> Preparation for admittance to a degree program <input type="checkbox"/> Other			
	Source and amount of other aid you are receiving for this course:			

SECTION D: Applicant (and Spouse/Civil Union Partner) Information

Do not leave any questions blank; enter "n/a" if a question does not apply.

1. List the yearly amount of child support PAID (not received) in 2016: \$ _____	
2. Did/will you file a 2016 federal income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered YES, submit a copy of your 2016 federal income tax return (and your spouse's/civil union partner's, if applicable) with all schedules and W2s.	
INCOME: List only the income NOT reported on your tax return.	
3. 2016 untaxed income (B), including child support received, veterans' benefits, or other untaxed income not included in question 4 below	3. \$ _____
4. 2016 untaxed income (A), including Social Security benefits, welfare benefits such as ANFC, TANF (Reach Up financial assistance), 3 Squares (food stamps), or fuel assistance	4. \$ _____
ASSETS: Do not leave any blanks.	
5. Current savings, checking accounts, and cash on hand	5. \$ _____
6. Home value	6. \$ _____
7. Home debt	7. \$ _____
8. Farm value	8. \$ _____
9. Farm debt	9. \$ _____
10. Business value	10. \$ _____
11. Business debt	11. \$ _____
12. Other real estate/investments value (CDs, trusts, stocks, bonds, securities)	12. \$ _____
13. Other real estate/investments debt	13. \$ _____

SECTION E: Certification and Signatures

I 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 my knowledge. I hereby authorize Vermont Student Assistance Corporation (VSAC) to obtain from the appropriate authorities copies of my U.S. and/or Vermont income tax returns, and any information contained in such returns that VSAC may deem necessary. I understand that the information submitted will be held in strict confidence, except that VSAC may share and exchange the information 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 applicable law, court order, or proper legal process. I 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 contained in any tax returns, need analysis statement, or other required documentation.

By submitting this form, I agree that VSAC and its agents, service providers, and assignees may call me, leave me a voice, prerecorded, or artificial voice message, or send me a text, e-mail, or other electronic message concerning my form, VSAC products and services, or surveys or research. I agree that VSAC may do this at any telephone number I provide to VSAC on this form or in the future, or use to communicate with VSAC, including cellular telephone numbers. I also agree that VSAC may do this using automated telephone dialing technology. I agree that VSAC may include my personal information in a communication to me. I understand that VSAC will not charge me for a communication, but my service provider may.

APPLICANT'S SIGNATURE:	DATE:
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