



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

Application for Non-Credit Tuition Assistance

Continuing Education & Training

Phone 410-386-8096 · FAX 410-386-8111 · Email cet@carrollcc.edu

Please print

Today's Date _____

Name Last _____ First _____ Middle Initial _____

Home Address Street _____

City _____ State _____ ZIP _____

County _____ SS # (required for state reporting) _____

Cell Phone _____ Business Phone _____ Home Phone _____

Email Address _____ Date of Birth _____

I plan on enrolling in the following series

Course #	Title	Start Date	Tuition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My job/career goal is: _____

2018 Income

Number of Family Members _____

Total Family Wages \$ _____

Unemployment Income \$ _____

Child Support/Alimony \$ _____

Rental Assistance \$ _____

Disability Payments \$ _____

Supplemental Nutrition Assistance Program \$ _____

Temporary Cash Assistance \$ _____

Retirement/Social Security Income \$ _____

Other Income \$ _____

Total Family Income for 2018 \$ _____

2019 Anticipated Income

Number of Family Members _____

Total Family Wages \$ _____

Unemployment Income \$ _____

Child Support/Alimony \$ _____

Rental Assistance \$ _____

Disability Payments \$ _____

Supplemental Nutrition Assistance Program \$ _____

Temporary Cash Assistance \$ _____

Retirement/Social Security Income \$ _____

Other Income \$ _____

Total Anticipated Family Income for 2019 \$ _____

**If you are claimed as a dependent by a parent(s) or anyone else, you must include their income.*

I currently do do not have an outstanding financial balance at Carroll Community College.

I am eligible to receive education benefits from: BERC Veterans Education/GI Bill® Other: _____

A copy (Do not bring/send originals—we cannot copy) of your signed 2018 Federal Income Tax Return and W2 form must be submitted along with this application. This form must be filled out completely with all required documents attached. Missing documents or incomplete forms may delay your application and disqualify you from receiving assistance. All decisions are contingent upon the availability of funds.

I certify that the above information is true and correct. I understand if I am awarded funds and fail to complete the class, I may be responsible for repayment of the award.

Applicant's Signature _____ Date _____

Return this form along with proof of income to: Beth R. Lee, Continuing Education and Training, Carroll Community College, 1601 Washington Road, Westminster, MD 21157

Approved Yes No Award Amount \$ _____ Term _____ Date Reviewed _____ By _____

Frequently Asked Questions

What if I...

Am not currently working, but have worked this year?

Submit copies of the last two paystubs you received along with all other required documentation.

Am not currently working, and have not worked at all this year?

- Submit documentation of all government financial assistance you receive (i.e. rental assistance, food stamps, etc.) along with all other required documentation.
- If you do not receive government assistance and are assisted by friends or family, you must provide a notarized letter written by the person who is supporting you. (sample below)

I, *(Name of Tuition Assistance Applicant)*, am financially supported by *(Name of Financial Supporter)*, who is my *(Relationship to Tuition Assistance Applicant)*.

Signature of Tuition Assistance Applicant _____ **Date** _____

I certify that, *(Name of Tuition Assistance Applicant)*, is not currently working nor receiving government assistance. I provide financial support in the way of housing, food and living expenses. My yearly income is \$_____ and I support (#) persons in addition to him/her.

Signature of Supporter _____ **Date** _____

Did not/will not file taxes for last year?

Submit a letter stating why you did not file taxes last year.

What counts as income?

- Wages
- Unemployment benefits
- Child Support or any payment received for housing foster children
- Food Stamps
- Alimony
- Temporary Cash Assistance
- Any income from a parent or relative or other person who supports you if you are claimed as a dependent on their income tax form OR if you file a joint income tax form OR if they are providing housing, food & living expenses to you (His or her income must be included as part of your total income)

Do I have to register for the entire training series?

CET tuition assistance funds are awarded toward career-related training programs only. Therefore the entire training series is considered in the distribution of funds, if awarded, with the intent of full-training completion.

Preliminary Eligibility Determination for Non-Credit Tuition Assistance

1. Are you a Carroll County Resident?

If Yes: ↓ If No: ➔ *You regretfully are not eligible for this program.*

2. Are you over 16 years of age?

If Yes: ↓ If No: ➔ *You regretfully are not eligible for this program.*

3. Are you applying for a career-related course?

If Yes: ↓ If No: ➔ *You regretfully are not eligible for this program.*

4. Do you earn low-to-moderate income?

If Yes: ↓ If No: ➔ *You regretfully are not eligible for this program.*

5. Are you receiving tuition assistance from any other source (employer, social security, senior citizen waiver, BERC, DORS, etc)?

If No: ↓ If Yes: ➔ *You regretfully are not eligible for this program.*

You may be eligible for non-credit tuition assistance.

Please complete the rest of the application.

Note: All decisions are contingent upon the availability of funds.

You are required to provide proof of income and residency. Copies of the following must be submitted with your application:

- 2018 Federal Income Tax Return and/or W-2's
- 2 most recent pay stubs
- All documented forms of income (i.e. food stamps, alimony, etc.)
- Proof of residency (an envelope mailed to your Carroll County address)

Your total family income must not exceed the limits below as determined by the Section 8 Housing Voucher Program, Carroll County MD:

Number in Family	Maximum Income Allowed
1	\$ 50,350
2	\$ 57,550
3	\$ 64,750
4	\$ 71,900
5	\$ 77,700
6	\$ 83,450
7	\$ 89,200
8	\$ 94,950