



CARROLL COMMUNITY COLLEGE

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 #, Cell Phone Business Phone Home Phone, Email Address Date of Birth

I plan on enrolling in the following series

Table with 4 columns: Course #, Title, Start Date, Tuition

My job/career goal is:

2019 Income

2020 Anticipated Income

Income comparison table for 2019 and 2020 with categories like Family Members, Wages, Unemployment, etc.

*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 2019 Federal Income Tax Return and W2 form must be submitted along with this application.

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, BERK, 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:

- 2019 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	\$ 52,850
2	\$ 60,400
3	\$ 67,950
4	\$ 75,500
5	\$ 81,550
6	\$ 87,600
7	\$ 93,650
8	\$ 99,700