

**Carl D. Perkins - Special Populations  
2009 – 2010  
Application for Tuition Assistance**

**Important Dates**

Application Available July 6, 2009  
Application Closing Date **Third day of the semester (usually Wednesday) at the close of the business day**

Eligibility Notification Fall, Winter, and Summer **after** the first drop/add period is over.  
Reimbursement See credit/balance refund reimbursement section of the class schedule.

**General Information - Read before completing application.**

1. **Read and save this informational section.** Please note important dates. You are responsible for meeting all deadlines.
2. **Complete and sign the application for funding. First time applicants must also attend *all four* assessments and submit *all four* assessment tracking forms.** Submit your signed, completed application to the Financial Aid Office **by the established due date.**
3. **Students must meet income, approved occupational curriculum criteria, (see pg. 3, 4) and must meet the Special Populations criteria as defined on page 2 to qualify for this program.**
4. **Individuals with the greatest financial need** (as determined by the Financial Aid Office) **are given priority for funds.** Applying for and/or receiving a Federal Pell Grant is only one eligibility requirement and does not necessarily signify greatest need.
5. All applicants **must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list KVCC as your college choice (Code # 006949).**
6. **Awards are based on availability of funds.**
7. Registered, reimbursable classes/courses must be included on your Individual Curriculum Guide to qualify for reimbursement. Refer to page 6.
8. Students must apply for Special Populations tuition assistance once each academic year. If applicable, disability status documentation must be updated with the Special Services Office (Room 2220) each academic year.
9. Financial Aid Standards of Academic Progress standards must be met for continued eligibility. A minimum 2.0 semester GPA or a cumulative 2.0 GPA must be maintained.
10. **An individual curriculum guide signed by a KVCC academic counselor must be on file.** See an academic counselor each academic year to update your individual curriculum guide. Submit the most current copy of your individual curriculum guide to the Financial Aid Office.
11. If you have difficulty with a class, or are considering withdrawing, contact a financial aid advisor so that you may be advised of the options (tutoring) available to you. Failure to attend classes will result in a failing grade and could result in the loss of/ or repayment of financial aid.
12. **Applicants in default on a Federal student loan are not eligible for this program.**
13. **Transfer, AA and C.O.A. or post associate curriculums are not eligible for reimbursement under this program.**
14. **Students with a post associate degree are considered low priority for funding.** A person with a BA degree can find a job even though it might not be in the same field as the degree. Special Population funds are not available to students with a recent BA degree who wish to change careers. An exception might be made if a BA was earned 25-30 years ago in an area where jobs do not exist.

## Eligibility Criteria for the Special Populations Program

Please read the information below to learn if you meet the eligibility criteria to be considered for Special Populations program funds.

**Eligibility Criteria** – Must (1) be low income, (2) be enrolled in a state-approved occupational/vocational education program, (3) require special services in order to successfully complete a vocational program, (4) have the ability to benefit (i.e. capability to successfully complete courses), (5) have an individual curriculum guide on file, (6) have been served by one or more of the Academic Support services, and (7) be in one of the following special population categories.

***Individual with a disability*** - (Documentation required) - A person having any of the disabilities as defined in Section 3 of the Americans with Disabilities Act of 1990. **Disability documentation must be submitted to the Special Services Office and will remain in Special Services.** Disability documentation is not maintained in the Financial Aid Office.

### ***Economically Disadvantaged***

An individual from economically disadvantaged families, including foster children. This individual must be one or more of the following: (a) a Federal Pell Grant recipient or be a recipient of another form of financial assistance, or (b) be a migrant (c) or be referred by faculty as requiring support services in order to succeed.

### ***Non-traditional Training and Employment***

An individual enrolled in an occupational program considered non-traditional for his/her gender as determined by National Labor Statistics and State Year-End Program enrollment data. Please refer to the State Approved Occupational Program section. The column on the far right of the chart indicates whether the program is approved as a non-traditional program for women or men.

### ***Single Parent, Including Single Pregnant Woman***

An individual who (a) is unmarried or separated from a spouse, **and** has a minor child or children for which the parent has either custody or joint custody or (b) is unmarried/separated from a spouse and is pregnant. The student does not need to have physical custody, but, must have joint custody. **Court documentation showing joint custody is required.**

### ***Displaced Homemaker***

An unemployed/underemployed individual experiencing difficulty obtaining or upgrading employment **and** (a) has **worked primarily without pay (for last 5 years) to care for a home and family**, and has diminished work skills; or (b) has been dependent on the income of a family member, **but is no longer supported by that income; or** (c) is a parent whose youngest dependent child will be ineligible to receive assistance under the Social Security Act not later than 2 years after the date the parent applies for assistance under this program.

### ***Individual with Limited English Proficiency***

**An adult** who has limited ability in speaking, reading, writing, or understanding the English Language, **and** (a) whose native language is a language other than English; or (b) who lives in a family or community environment in which a language other than English is the dominant language, **and** (c) who has difficulty speaking, reading, writing or understanding the English language which denies the individual the opportunity to learn successfully in classrooms where the language of instruction is English.

### **Income Eligibility Guidelines**

In accordance with Federal Guidelines, applicants with the greatest need will be given priority for available funds. Applicants and/or spouse/parent's (if dependent) total income for 2008 must not exceed:

\$ 23,290 - No dependent children	\$ 36,990 - three children
\$ 27,401 - one child	\$ 41,100 - four children
\$ 32,881 - two children	\$ 45,213- five or more dependent children

### State Approved Occupational Programs

<b>Curriculum</b>	<b>Degree</b>	<b>Program Name</b>	<b>Non-Traditional Code</b>
AS	CERT	Administrative Support	Men
AUT	CERT	Automotive Technology	Women
CES	CERT	Customer Energy Specialist	Men
DCAD	CERT	Drafting/CAD Drafter	Women
ELCL	CERT	Electrical Control	Women
ELCN	CERT	Electrical Construction	Women
FF	CERT	Fire Fighting	Women
GDC	CERT	Graphic Design	Women
HVAC	CERT	Heating, Ventilation & Air Conditioning	Women
IPS	CERT	Information Processing Specialist	Men
LOA	CERT	Legal Office Assistant	Men
NU1	CERT	Level I Nursing – PN Certificate	Men
MA	CERT	Machinist	Women
MMF	CERT	Maintenance Mechanic - Facility	Women
MMI	CERT	Maintenance Mechanic - Industrial	Women
MAT	CERT	Medical Assistant Technology	Men
MLS	CERT	Medical Language Specialist	
MOA	CERT	Medical Office Assistant	
OM	CERT	Office Management	Men
PARA	CERT	Paramedic	
	CERT	Quality Management	Women
SL	CERT	Supervisory Leadership	Women
WT	CERT	Welding Technologies	Women
ACC	AAS	Accounting	Men
AA	AAS	Administrative Assistant	Men
AUT	AAS	Automotive Technology	Women
BA	AAS	Business Administration	Women
B2B.AAS	AAS	Computer Programming for Business	Women
CT	AAS	Chemical Technology	Women
CES	AAS	Customer Energy Specialist	Men
DH	AAS	Dental Hygiene	Men
DCAD	AAS	Drafting/CAD Design	Women
DCAD	AAS	Drafting/CAD Drafter	Women
ELCT	AAS	Electrical Technology	Women
EMS	AAS	Emergency Medical Services	
FS	AAS	Fire Science	Women

GM	AAS	General Marketing	
GDC	AAS	Graphic Design	Women
HVAC	AAS	Heating, Ventilation, & Air Conditioning	Women
LECJ	AAS	Law Enforcement	Women
	AAS	Machine Tool Automation	Women
MTT	AAS	Machine Tool Technology	Women
MMF	AAS	Maintenance Mechanic – Facility	Women
MMI	AAS	Maintenance Mechanic – Industrial	Women
MET	AAS	Mechanical Engineering Technology	Women
MT	AAS	Computer Support Technician	Women
NU2	AAS	Nursing Level 2 – Nursing	Men
RCP	AAS	Respiratory Care Practitioner	
WT	AAS	Welding Technologies	Women

### ***How do I apply for Special Populations program tuition reimbursement?***

- Follow all directions. Do not skip anything. Meet all deadlines.
- Four Assessments are a required part of this program. (First time applicant)
- All four completed and signed assessment tracking forms are required and must be on file with your Special Populations Application by the application deadline.
- An individual curriculum guide signed by your Academic Counselor is required and must be on file with your Special Populations Application by the application deadline.
- Incomplete applications will not be considered.

### **Requirements for All Special Populations Applicants**

Each academic year that you apply for funding from this program you must submit a completed, signed Special Populations Program Application for the appropriate academic year to the Financial Aid Office by the deadline.

#### **A completed application consists of:**

- **Special Populations Application.** Completed and signed by the student.
- **Individual Curriculum Guide Signed by an Academic Counselor.**  
Meet with an Academic Counselor and obtain **two signed** copies of your individual curriculum guide during your academic advising appointment. Staple one copy of your curriculum guide to your Special Populations application and keep the other curriculum guide for your records, **Unsigned curriculum guides will be returned to you and you will need to get** your counselor to sign the individual curriculum guide. Work Keys does not replace a curriculum guide.
- **Completion of the Four Required Assessments.**  
Please follow the instructions at the top of each assessment tracking form when making your assessment appointment.

#### **Four Completed Signed Assessment Tracking Forms Must Be on File.**

Attach the four assessment tracking forms to your completed, signed Special Populations application.

- **Your FAFSA results must be on file with the Financial Aid Office.**  
Only one semester of Special Populations funds can be awarded without a FAFSA on file. If no FAFSA is on file at the time you submit your Special Populations application you must submit a signed copy of your 2008 Federal tax return (include spouse if married) and verification of other untaxed Income received in 2008.

## ***Where do I schedule the four required assessments?***

**Three of the assessments are scheduled by the Student Service Center. Assessment in all of the following four areas is required!** Appointments for **Placement Assessment** (room 4360 TTC), **Career Services** (Room 1362 TTC), and **Counseling** (Room 1340 TTC) may be made in person at the Student Service Center desk located across from the bookstore on KVCC's Texas Township Campus or phone (269-488-4100).

The Student Service Center (room 109) at Anna Whitten Hall on the Arcadia Commons Campus can also schedule assessments for students. Telephone 269-373-7800 for an appointment.

**Special Services** appointments are scheduled by the Special Services Office (269) 488-4368, Room 2220 on the Texas Township Campus.

## ***What are the four required assessments?***

### **Placement assessment - Room 4360**

- Schedule an appointment for placement assessment.
- Take your placement assessment tracking form to the appointment
- Take your placement assessment.
- Give the assessment administrator your placement assessment tracking form. (Student must complete student portion of the form prior to the appointment)
- The person who administers the assessment must complete the school portion of your placement assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

### **Career Services assessment – Room 1340**

- Schedule an appointment with Career Services.
- Take your career assessment tracking form to the appointment.
- Take the career assessment.
- Give the assessment administrator your career assessment tracking form. (Student must complete student portion of the form prior to the appointment).
- The person who administers the assessment must complete the school portion of your career assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

### **Special Services assessment - Room 2220 Phone (269) 488-4368**

- Schedule an appointment with Special Services.
- Take your Special Services assessment tracking form to the appointment.
- Meet with a Special Services representative. **Note:** If you have a disability you should submit documentation of your disability to the Special Services Office and the documentation will remain in Special Services
- Give the assessment representative your assessment tracking form. (Student must complete student portion of the form prior to the appointment).
- The person who administers the assessment must complete the school portion of your assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

### **Counseling assessment and development of your individual curriculum guide - Room 1340**

- Schedule an appointment with counseling.
- Take your counseling assessment tracking form to the appointment.
- Meet with your counselor. Your individual curriculum guide will be developed during this meeting. Obtain **two signed** copies of your individual curriculum guide. Staple one copy of your individual curriculum guide to your Special Populations application and keep the other individual curriculum guide for your records. **Unsigned individual curriculum guides will be returned to you and you will need to get** your counselor to sign the individual curriculum guide. Work Keys does not replace an individual curriculum guide.
- Give the counselor your assessment tracking form. (Student must complete student portion of the form prior to the appointment).
- Your counselor must complete the school portion of your assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

## ***What is a signed individual curriculum guide?***

Your individual curriculum guide includes all of the courses needed to obtain your degree and will be developed when you meet with your counselor. Students are responsible for obtaining a signed individual curriculum guide and attaching it to the Special Populations application. Your individual curriculum guide must agree with the curriculum listed for you on the college data base in order to qualify for Special Populations funds.

If you change your curriculum during the semester you must submit a new individual curriculum guide before the next semester so that it is on file when we review your Special Populations application for the next semester.

Courses that are not included /written on your signed individual curriculum guide that you submitted to our office **cannot** be reimbursed by the Special Populations program.

Caution — Low placement assessment scores may result in a recommendation by your counselor that you take remedial or developmental courses.

## ***What is the difference between remedial or developmental courses, transitional studies, pre-requisites, co-requisites, college level courses and core courses?***

Of course, this is a question you will want to ask when you meet with your academic counselor, however, we have included some definitions and general information here for you to review.

**Remedial or Developmental Course Definition** - This refers to the same category of courses; 080, 092, 093, 094, 096, 098, 099. Remedial/developmental courses are lower than 100 level courses. Either term/word could be used for these courses. (Exception to the remedial 09\_ courses numbering system) Three very low level courses have been developed (Math 283, Eng 283 and Reading 283). Very few students take these courses which are "prerequisites to the prerequisites" i.e. these three courses are pre-requisites to the 09\_\_ courses. Students taking these courses would have scored very low on the placement assessment. The three courses just mentioned are not reimbursable under the Special Populations program.

**Remedial/developmental courses may not be reimbursable by the Special Populations program.** This does not mean that you should not enroll in remedial/developmental courses, it only means, that these remedial courses may not be reimbursed by the Special Populations program. Reimbursement for basic literacy instruction (i.e., developmental/remedial courses) **is available only** for individuals enrolled in or with a formal intent to enroll in State Board of Education approved occupational programs **when the literacy instruction is a requirement of the student's approved individual curriculum guide (education plan)**. (Dean's Guide, Section 13, page 4 of 26, March 1996). If your academic counselor writes the course name and number on your individual curriculum guide, and indicates that the course is a required part of your curriculum and signs it, then that course **may** be considered for funding.

**Transitional Studies Course Definition** - Transitional Studies is not a definition, it is the name of a specific department just like drafting or welding or nursing.

**Some Transitional Studies courses may be reimbursed by the Special Populations program.** If your academic counselor writes the course name and number on your individual curriculum guide, and indicates that the course is a required part of your curriculum and signs it, the following three TRS courses may be reimbursed: TRS 094 Fundamentals of Reading I, TRS 096 Fundamentals of Reading II, and TRS 102 Intermediate Reading Skills. (Example: ACC 101 might require a specific reading level before you can take that class.) Various entry level courses require a certain reading level or sometimes a curriculum/program requires a certain reading level. This should be discussed with your academic counselor.

**Some Transitional Studies courses are NOT reimbursable by the Special Populations program because they are not required for any curriculum.** This does not mean that you should not enroll in these transitional studies courses, it only means, that these courses are not reimbursed by the Special Populations program. Transitional Studies courses that are not reimbursable include: TRS 093 Transitions, TRS 100 Career Decision Making, TRS 103 Improved Spelling, TRS 105 College Success Strategies, and TRS 110 Peer Tutor Training. **Note:** If your curriculum has room for an elective(s) TRS 100 Career Decision Making may count toward an elective. This should be discussed with your academic counselor. If your academic counselor recommends that TRS 100 be used to meet the elective requirement for your curriculum then the counselor must write the course name and number on your curriculum guide and must initial/sign the course recommendation.

**Pre-requisite Course Definition** - Courses you have to take first before you take the next step/course. For example, Calc I is a pre-requisite to Calc II. Either a placement score or preparatory coursework is required before taking the next class. *Another Example:* If your curriculum requires BUS 202 Keyboarding III-Document Formatting Skill Building and you currently do not meet the pre-requisite keyboarding 50 wpm your counselor will probably recommend that you complete a lower level of keyboarding to gain the necessary skills for BUS 202. BUS 100 Beginning Keyboarding is not a part of your curriculum guide. If your counselor writes BUS 100 Beginning Keyboarding on your individual curriculum guide and signs it, then that course can be considered for funding. Courses at the 100 level and above can be reimbursed. It is the student's responsibility to ask his/her counselor if the pre-requisite course can be added to/written into the curriculum guide.

**Co-requisite Course Definition** - Two Classes that it is preferred/recommended that you take together during the semester. Example: DRT 101 & DRT 150

**College Level or Above Course Definition** - Courses in the 100 level ranges are freshman courses and courses in the 200 level ranges are sophomore courses.

**Core Course Definition** - The term Core or Core Course is seldom used. Core refers to a curriculum/major. For example: Dental Hygiene curriculum or Nursing curriculum. Core courses refer to courses required for that particular curriculum. For example: DHY courses for Dental Hygiene or NURS courses for the Nursing curriculum. A course such as ENG 110 is a General Education course requirement, not a core course requirement.

### ***Why must I complete the four assessments?***

The Carl D. Perkins Vocational and Applied Technology Education Act mandated services for special populations students enrolled in occupational courses/programs. Included is the requirement for an assessment of the interests, abilities and special needs of occupational students with regard to completing their occupational program. Through the assessment process, the unique needs of the special population's student are identified and a plan for services can be developed to enable the student to successfully complete the occupational program in the most integrated setting possible.

### ***What services does the Special Populations program provide?***

**Assessment** - Through the assessment process, the unique needs of the special population's students are identified and a plan for services can be developed.

**Tuition Assistance Reimbursement** - Tuition will be reimbursed according to the number of approved credit hours you are enrolled in at the time your application is processed. The maximum number of credit hours that can be reimbursed is 12 credits per semester.

- If a student withdraws from a class(es) before reimbursement, the award will be calculated using the credit hours the student is enrolled in at the time of processing.
- If a student drops from a class(es), funds will be refunded to the Special Populations program. No cash is given to students.
- Approved classes **must be required** for your degree and must be listed on your individual curriculum guide in order to be reimbursed. Course substitutions/modifications by counselors must be written on your individual curriculum guide and initialed by the counselor. Reimbursement will not be made for substitutions/modifications not listed and not initialed by a counselor on your individual curriculum guide.
- Tuition reimbursement will be made according to availability of funds.
- Students receiving attendance cost assistance (i.e. tuition) are required to apply for a Federal Pell Grant.
- Retroactive tuition for a semester during which the student has not been evaluated as eligible for a grant is NOT allowable.
- There is no requirement of a minimum number of credits for which a student must register under *this* program. Preference will be given to students who are not eligible for other assistance due to their part-time

status. Students can be reimbursed for 1 to 12 approved credits per semester.

- Tuition reimbursement is never made to the student, but goes toward assistance with tuition costs. This may result in a student getting a refund from other sources of financial aid such as Federal Pell Grant, Federal Stafford student loan, etc.
- Courses that are not listed as part of General Education, Required or Elective courses on the individual curriculum guide can *not* be reimbursed.
- If a student fails or withdraws from a course, reimbursement can be made for that course **one more** time so that the student can complete the course. The Special Populations program **CANNOT** reimburse for a class taken a third time. The student's transcript and previous Special Populations funding award information will be used to determine if a class has been reimbursed previously.
- Attendance costs (tuition) can be reimbursed from only one **tuition specific** source at a time. *Example:* Kalamazoo Promise, Tuition Incentive Program (TIP), State Indian Grant, Honors Program, Athletic Scholarship, etc. would reimburse tuition costs before Special Populations. *Exception:* A student who is eligible for Kalamazoo Promise at less than 100% and who has no other tuition specific award could receive Special Populations funds for the remaining tuition due amount.
- Eligible Courses -Special Populations funds may be awarded for courses that are required to obtain a one year certificate or AAS degree in an occupational/vocational education curriculum. Eligible courses include two credits of WPE. *Exception:* Safety & First Aid (3 credits) may be reimbursed if no other or only one (1 credit) WPE course has been reimbursed, then that meets the required number of WPE credits which can be reimbursed. Remedial courses are not eligible courses. (096, 097, 098, all TRS courses etc.)

### Awarding Funds

- You are encouraged to check your Valley Information Portal (VIP) account for award information approximately one week before credit balance/refunds are distributed.
- Your financial aid package may need to be adjusted to accommodate the Special Populations reimbursement fund so an over-award does not occur. This often happens when loans have been awarded to meet your college budget prior to the awarding of Special Populations funds. You will receive a letter explaining the adjustment if it occurs.

### Disbursement of Funds

- Special Populations funds will be applied toward tuition expenses.
- If you are eligible for other funding in excess of tuition you will receive a credit/balance refund of those funds after all tuition, fees, bookstore charges etc. have been deducted. The financial aid refund distribution date is listed in the semester class schedule. Financial Aid credit balance/refunds will be refunded by direct deposit. You will receive Information from HigherOne, our service provider, about how to set up a refund account. There will be additional information available through your VIP account. Please check your VIP account often.

### ***What does greatest need mean?***

Students with a Federal Pell EFC number of 1201 or greater and students who are not eligible for the Federal Pell Grant will receive priority. Remaining funds will be allocated to students showing greatest need. The Federal Pell indicator (0000) will be used to determine greatest need. Full assistance will be provided to students showing greatest financial need to continue their occupational education program rather than to set artificial limitations based on available funds. This may limit the number of students served. Applying for a Pell Grant is only one requirement and does not necessarily signify greatest financial need.

## Monitoring Academic Progress

- A progress report will be prepared for each eligible class and will be mailed to the instructor. Instructors complete and return the Academic Progress report to the Financial Aid Office. If a student appears to be experiencing difficulty in a class or in attending class, appropriate referral(s) may be made.
- By signing the certification on the application for funding, the student is authorizing all instructors to complete the Academic Progress Report.

### ***What do I need to do to apply for Special Populations funding next year?***

- Complete and sign the Special Populations application for previous students for the next school year.
- Get a signed copy of your individual curriculum guide from your counselor and attach it to your Special Populations application.

### Questions?

If you have questions regarding the Special Populations program please call (269) 488-4340 and ask for the Special Populations Coordinator.

### ***What do I do with my completed Special Populations application?***

Return your Special Populations application, tracking forms and a signed copy of your individual curriculum guide to: **Special Populations Coordinator at**

**Kalamazoo Valley Community College**

Financial Aid Office — Texas Township Campus — Room 4530 — 6767 West O Avenue  
P.O. Box 4070 — Kalamazoo, MI 49003-4070 — Phone: 269-488-4340 — Fax: 269-488-4120  
E-mail address: [finaid@kvcc.edu](mailto:finaid@kvcc.edu) — Web site: [www.kvcc.edu](http://www.kvcc.edu)



Carl D. Perkins - Special Populations
2009 - 2010
Application for Tuition Assistance

In accordance with Federal Guidelines individuals with the greatest need (as determined by the Financial Aid Office) are given priority.

Student Use: Please complete all information that applies to you. Do not fill out more than one application for an academic year. You will automatically be considered for each semester within the academic year. (Fall, Winter, Summer)

Student Last First Initial Valley ID #

Phone Date of Birth M F Curriculum

Curriculum Code Degree: AAS CERT Tuition rate you will pay: In-district Out-District

Table with 2 columns: Self Description - Read Student Eligibility and check the box that applies to you, and a checkmark column. Rows include Disabled Individual, Displaced Homemaker, Economically Disadvantaged Student, etc.

Children at Home: List your children who are between birth and 18 and live with you. If you have joint custody, list your children even though you do not have physical custody. Attach court documentation showing you have joint custody.

Name Age Daughter Son
Name Age Daughter Son
Name Age Daughter Son

Marital Status: Never Married Separated Divorced Widowed Married

2008 Income total from Student Aid Report: Federal tax return AGI \$ your wages \$
Spousal Income/Support \$ Child support \$ Workman's Compensation \$

Did you receive social security income in 2008? Yes No Did you receive welfare in 2008? Yes No

2008 Total Income (Year): 0 - \$5,000 \$5,001 - \$10,000 \$10,001 - \$15,000
\$15,001 - \$20,000 \$20,001 - \$25,000 \$25,001 and up

Education Level: 9-11 grade HS Grad Some college Degree: Associates Bachelor's

\*\*\* Please answer more questions and sign the next page. \*\*\*

Financial Aid Office use only

Table with 6 columns: Application Tracked, Standards of Progress (Fall, Winter, Summer), Eligibility Category, Income/Children Meets Guidelines, EFC #, Front Load Funds.

**Current Employment Status:** Full-time  Part-time  Unemployed  Never employed

**Work History: (Required) List current and previous employer.**

**Current employer** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Hourly wage \$ \_\_\_\_\_ Hour per week \_\_\_\_\_ Employment dates: From : \_\_\_\_\_ to: present time

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

**Previous employer** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Hourly wage \$ \_\_\_\_\_ Hour per week \_\_\_\_\_ Employment dates: From : \_\_\_\_\_ to: \_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Are your current job skills adequate for securing full-time employment that is sufficient to support you? Yes  No

**List your other job training/skills/degrees** \_\_\_\_\_

**Advisory Committee:** Are you interested in serving on the Special Services Special Populations Advisory Committee? The names of two students will be referred to the Special Populations Advisory Committee; you would be contacted by them. Your time commitment would be about one hour per semester. Yes  No

**We encourage you to become familiar with KVCC's Valley Information Portal (VIP) system. This will enable you to check your financial aid information periodically through VIP for any changes to your financial aid eligibility.**

**Requested documentation is imaged then destroyed, therefore not available in original format.**

**I certify** that I have read and understand the deadline dates and the information contained in the (a) general information, (b) eligibility information, (c) how to apply for reimbursement funds, (d) awarding of funds, (e) disbursement of funds, and (f) monitoring academic progress sections discussed in this application.

**I certify** that all of the information supplied in this application is accurate to the best of my knowledge.

**I understand** that failure to answer truthfully any of these questions makes me financially responsible for awards made on my behalf by the State of Michigan.

**I give permission** for the Special Populations coordinator to have access to my enrollment and grade information.

**I give permission** for my instructor(s) to complete the evaluation forms which will be sent to the Financial Aid Office, (and Special Services as needed) and to me.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Non-Discrimination Clause: Kalamazoo Valley Community College does not discriminate in its educational programs, activities, admissions, or employment on the basis of race, color, sex, national origin, handicap, sexual orientation, age, political affiliation, or belief as required by Title VI of the Higher Education Amendments, Title IX of the Civil Rights Act, and Section 504 of the Rehabilitation Act. Questions concerning KVCC's nondiscrimination policies may be addressed to the Vice President for College and Student Relations, 269-488-4539.

**===== KVCC Office Use Only - Verification Section =====**

Having reviewed this applicant's application materials, I certify that the applicant qualified for the Special Populations Program under the category:

1. **Disability**  **Displaced Homemaker**  **Single Parent**  **Non-traditional**   
**Economically Disadvantaged**  (including (Foster Child  Migrant )) **Limited English**
2. Student lacks job skills necessary to provide adequate financial support. Yes  No
3. Student lacks recent, skilled, full time work experience. Yes  No
4. Student is enrolled in a vocational program. Yes  No  Vocational program listed on front of application.
5. Student has applied for a Federal Pell Grant: Yes  No  Student is not Pell Eligible  **EFC #** listed on front of application.
6. Assessed for eligibility: **Eligible-Participated (Served)**  Eligible-Did not participate  Ineligible   
Eligible/unable to fund

Applicant is eligible for reimbursement effective:	Fall	Winter	Summer
Approved Credit Hours			
Tuition Award	\$	\$	\$
Date Processed	2009	2010	2010

Authorized Signature \_\_\_\_\_ Financial Aid Advisor/Special Populations Coordinator



### Special Populations Program Placement Assessment Tracking Form

Name \_\_\_\_\_ Valley ID # V \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course of Study \_\_\_\_\_ High School Grad: Yes \_\_\_ No \_\_\_ GED \_\_\_

**Instructions to Student:**

**Assessments are scheduled by the Student Service Center. Assessment in all of the following four areas is required.** Appointments for **Placement Assessment** (Room 4360 TTC), **Career Services** (room 1340 TTC), and **Counseling** (room 1340 TTC) may be made in person or by phone (269-488-4100) at the Student Service Center desk which is located across from the bookstore on KVCC's Texas Township Campus. (Lobby area)

The Student Service Center at Anna Whitten Hall on the Arcadia Commons Campus can also schedule assessments for students. Telephone (269) 373-7800 Room 109.

**Special Services** appointments are scheduled by the Special Services Office (269) 488-4397, room 2220 on the Texas Township Campus.

**Placement Assessment - Room 4360**

- Schedule an appointment for your placement assessment.
- Take your placement assessment tracking form to the appointment.
- Take the placement assessment before you see your counselor.
- Give the assessment administrator your placement assessment tracking form. (Student must complete student portion of the form prior to the appointment)
- The person who administers the assessment must complete the school portion of your placement assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.
- If you took the placement assessment previously at KVCC your scores can be recorded from our data base.
- **Did you take a placement assessment at another college within the last two years?** The Special Populations program can only accept placement assessment scores which were taken at another college within the past two years. **It is your responsibility to provide a copy of your placement assessment scores. If placement assessments were taken more than two years ago students must retake the placement assessment.**

#### College Use Only

**Instructions to the Placement Assessment Administrator:**

1. Administer a placement Assessment to the student.
2. Complete the placement assessment tracking form and give it to the student.
3. Assessment used: ASSET  COMPASS
4. Are the placement assessment results in the database? Yes  No
5. Placement assessment scores : Math \_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_
6. Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Placement Assessment Representative

Date \_\_\_\_\_



Special Populations Program
Career Planning Assessment & Labor Market Information Tracking Form

Name \_\_\_\_\_ Valley ID # V \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Curriculum \_\_\_\_\_

High School Grad: Yes [ ] No [ ] GED [ ]

Instructions to Student:

Assessments are scheduled by the Student Service Center. Assessment in all of the following four areas is required. Appointments for Placement Assessment (Room 4360 TTC), Career Services (room 1340 TTC), and Counseling (room 1340 TTC) may be made in person or by phone (269-488-4100) at the Student Service Center desk which is located across from the bookstore on KVCC's Texas Township Campus. (Lobby area)

The Student Service Center at Anna Whitten Hall on the Arcadia Commons Campus can also schedule assessments for students. Telephone (269) 373-7800 Room 109.

Special Services appointments are scheduled by the Special Services Office (269) 488-4397, room 2220 on the Texas Township Campus.

Career Services Assessment – Room 1340

- Schedule an appointment with Career Services.
• Take your career assessment tracking form to the appointment.
• Take the career assessment.
• Give the assessment administrator your career assessment tracking form. (Student must complete student portion of the form prior to the appointment.)
• The person who administers the assessment must complete the school portion of your career assessment tracking form.
• Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

College Use Only

Instructions to the Coordinator:

- 1. Administer career assessment for applicant. (Required component)
2. Administer labor market analysis for applicant. (Required component)
3. Complete the tracking form and give it to the student.

Strong Interest Inventory Results (required) - Date Administered \_\_\_\_\_

Table with columns: Occupational Themes (R, I, A, S, E, C), VL, L, M, H, V H, Theme Code, Interests, Top 5 Interests, VL, L, M, H, V H.

Choices Planner \_\_\_\_\_ Career Finder \_\_\_\_\_ Work Values Sorter \_\_\_\_\_ Workplace Skills Checklist \_\_\_\_\_
List dates each section was administered. (Required component)

(More assessment information and certification signature space on back of this page)

**Bridges.com - Required component**

Date Provided \_\_\_\_\_ (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**Certification and Program Choice Endorsement**

**Note: If you administer both the Career Assessment and Labor Market Information, you must sign each certification.**

**I certify that I administered the Career Assessment Inventory and have discussed the results with the applicant.**  
Based on the assessment results and the applicant's career choice, I am endorsing the applicant's career choice.

Signature \_\_\_\_\_  
Career and Assessment Services

Date \_\_\_\_\_

**I certify that I administered Bridges, Choices Explorer and Choices Planner to the applicant.** I have discussed local, state and national labor market information pertaining to the applicant's career choice with the applicant.

Signature \_\_\_\_\_  
Career and Assessment Services

Date \_\_\_\_\_

## Special Populations Program Special Services Referral Tracking Form

Name \_\_\_\_\_ Valley ID # V \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Curriculum \_\_\_\_\_

High School Grad: Yes  No  GED

### Instructions to Student:

**Assessments are scheduled by the Student Service Center. Assessment in all of the following four areas is required.** Appointments for **Placement Assessment** (Room 4360 TTC), **Career Services** (room 1340 TTC), and **Counseling** (room 1340 TTC) may be made in person or by phone (269-488-4100) at the Student Service Center desk which is located across from the bookstore on KVCC's Texas Township Campus. (Lobby area)

The Student Service Center at Anna Whitten Hall on the Arcadia Commons Campus can also schedule assessments for students. Telephone (269) 373-7800 Room 109.

**Special Services** appointments are scheduled by the Special Services Office (269) 488-4397, room 2220 on the Texas Township Campus.

### Special Services Assessment – Room 2220

- Schedule an appointment with Special Services.
- Take your Special Services assessment tracking form to the appointment
- Meet with a Special Services representative.
- If you are identifying yourself as an individual with a disability, you must bring documentation of your disability to the appointment.
- Submit documentation of your disability to the Special Services Office, the documentation will remain in Special Services.
- Give the assessment administrator your assessment tracking form. (Student must complete student portion of the form prior to the appointment.)
- The person who administers the assessment must complete the school portion of your career assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

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### College Use Only

#### Instructions to the Special Services Representative:

1. Tell the student about the services available through the Special Services Office.
2. Talk with the student to determine if there are physical, emotional, intellectual, language deficiencies or other areas that must be addressed in order to enable the student to succeed in occupational education.
3. Complete the assessment tracking form and give it to the student.
4. Comments:

\_\_\_\_\_  
\_\_\_\_\_

Approved documentation to verify disability has been reviewed and is on file at KVCC. Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Special Services Representative

## Special Populations Program Counseling Assessment Tracking Form

Name \_\_\_\_\_ Valley ID # V \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course of Study \_\_\_\_\_ High School Grad: Yes  No  GED

**Have you taken a placement assessment?** Yes  No

The placement assessment should be completed before you see a Counselor.

### Instructions to Student:

**Assessments are scheduled by the Student Service Center. Assessment in all of the following four areas is required.** Appointments for **Placement Assessment** (Room 4360 TTC), **Career Services** (room 1340 TTC), and **Counseling** (room 1340 TTC) may be made in person or by phone (269-488-4100) at the Student Service Center desk which is located across from the bookstore on KVCC's Texas Township Campus. (Lobby area)

The Student Service Center at Anna Whitten Hall on the Arcadia Commons Campus can also schedule assessments for students. Telephone (269) 373-7800 Room 109.

**Special Services** appointments are scheduled by the Special Services Office (269) 488-4397, room 2220 on the Texas Township Campus.

### Counseling Assessment and Development of your Individual Curriculum Guide – Room 1340

- Take your counseling assessment tracking form to the appointment.
- Meet with your counselor. Your individual curriculum guide will be developed during this meeting. Obtain **two signed** copies of your individual curriculum guide. **Staple one copy** of your individual curriculum guide to your Special Populations application and **keep the other copy** of your individual curriculum guide for your records. **Unsigned individual** curriculum guides **will be returned to you** and **you will need to get** your counselor's signature on the individual curriculum guide. Work Keys does not replace an individual curriculum guide.
- Give the counselor your career assessment tracking form. (Student must complete student portion of the form prior to the appointment.)
- The counselor must complete the school portion of your career assessment tracking form.
- Student must return the completed tracking form to the Financial Aid Office with your Special Populations application.

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### College Use Only

#### Instructions to the Academic Counselor:

1. **Meet with the student and develop an individual curriculum guide (signed by the counselor) for the student. Unsigned individual** curriculum guides **will be returned to the student** and the student **will need to get** his/her counselor's signature. Work Keys does not replace an individual curriculum guide.
2. **Give the student two copies of the individual curriculum guide.** The student will **keep one copy** and **attach one copy** to his/her Special Populations application.
3. Complete the counseling assessment tracking form and give it to the student.
4. Was this student referred to the Special Needs Office? Yes  No
5. Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Academic Counselor