



Vermont's 2022–2023 Advancement Grant Application

**For Courses
Beginning
July 1, 2022–
June 30, 2023**

General Information

The Advancement 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 Advancement Grant application and return it to VSAC. Attach a copy of your 2020 federal income tax return (and your spouse'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 Advancement 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 Advancement 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 Advancement Grant (formerly 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 2022–2023 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 traditional high school student within the past three months;
- not have previously received an Advancement Grant (formerly the Vermont Non-Degree Grant) for the same course for which you're now applying;
- not be in default on a federal education loan;
- not be enrolled in a correspondence, self-improvement, recreational, peer review, or testing preparatory course;
- and not be enrolled in a course located outside of the United States.

TOLL FREE
800-882-4166

BURLINGTON AREA
654-3750

ONLINE
vsac.org

E-MAIL
grants@vsac.org



Instructions for the 2022–2023 Advancement Grant Application

(for courses beginning between July 1, 2022, and June 30, 2023)

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 2022–2023

- Include the total number of people in your household whom you (and your spouse, if applicable) will support in 2022–2023. Include yourself, your spouse, and dependent children who will be receiving more than half of their support from you between July 1, 2022, and June 30, 2023.

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 an Advancement 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, if applicable) 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 2020 untaxed income (and your spouse'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 2022 will be lower than 2020, please attach a separate letter to request that we use your 2022 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

2022-2023

Advancement Grant Application

(for courses beginning between July 1, 2022, and June 30, 2023)

SECTION A: Demographic Information (please print)

Form with fields for Applicant's Name, Social Security Number, Gender, County, Mailing Address, Telephone Number, Date of Birth, Email Address, and various status questions (9-15).

SECTION B: Applicant Status

Table with columns for years 2020, 2021, and 2022, and rows for questions about income tax exemption, support, living with parents, and orphan/ward status.

SECTION C: Course Information

You may apply for an Advancement 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)

Form for course information with two main sections for Enrollment Term #1 and #2, including fields for School/Program, Course Name, Date, Tuition, Books, Fees, Supplies, Course Length, Purpose for taking course, and Source of aid.

SECTION C: Course Information, continued

| ENROLLMENT TERM #2 | | | | |
|---|---|--|---|---------------|
| School or Program (include full name, address & phone number) | Name of 1st Course | Date (mm/dd/yyyy) ____/____/____ | Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____ | Course Length |
| | Purpose for taking course: <input type="checkbox"/> Employability/Professional Devel. <input type="checkbox"/> Prep. for admittance to a degree program <input type="checkbox"/> Other | | | |
| | Source and amount of other aid you are receiving for this course: | | | |
| <input type="checkbox"/> Check here if course will be held out of the country | | | | |
| School or Program (include full name, address & phone number) | Name of 2nd Course | Date (mm/dd/yyyy) ____/____/____ | Tuition \$ _____ Books \$ _____ Mandatory Fees \$ _____ Supplies \$ _____ | Course Length |
| | Purpose for taking course: <input type="checkbox"/> Employability/Professional Devel. <input type="checkbox"/> Prep. for admittance to a degree program <input type="checkbox"/> Other | | | |
| | Source and amount of other aid you are receiving for this course: | | | |
| <input type="checkbox"/> Check here if course will be held out of the country | | | | |

SECTION D: Applicant (and Spouse, if applicable) 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 2020: \$ _____ | |
| 2. Did/will you (or your spouse, if applicable) file a 2020 federal income tax return? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered YES, submit a copy of your 2020 federal income tax return (and your spouse's, if applicable) with all schedules and W2s. | |
| INCOME: List only the income NOT reported on your (or your spouse's, if applicable) tax return. | |
| 3. 2020 untaxed income (B), including child support received, veterans' benefits, or other untaxed income not included in question 4 below | 3. \$ _____ |
| 4. 2020 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 Advancement Grant application, and on anything else submitted in connection with this application, 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 Vermont income tax returns, and all information contained in those returns. I understand that all information I submit will be held in strict confidence, except that VSAC may share 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 offering financial assistance in or outside Vermont, (iii) the person signing this application, and (iv) pursuant to applicable law, court order, or proper legal process. I agree to promptly refund and repay to VSAC any Advancement Grant funds awarded that VSAC determines to have been based upon incorrect information supplied on this application, or in anything else submitted or considered in connection with this application.

By submitting this application, I agree that VSAC and its agents, service providers, and assignees may monitor and record telephone calls regarding my application to assure the quality of VSAC services or for other appropriate reasons. I agree that VSAC may call me, using an automatic telephone dialing system or otherwise leave me a voice, prerecorded, or artificial voice message, or send me a text, email, or other electronic message for any purpose related to the processing of this application (each a "Communication"). I agree that VSAC may send a Communication to any telephone numbers, including cellular telephone numbers, or e-mail addresses I provided to VSAC in connection with this application or at any time in the future. I acknowledge and confirm that VSAC has the authority to rely on this consent because I am either the subscriber of the telephone number(s) or I am the non-subscriber customary user who has authority to provide the consent. I also agree that VSAC may include my personal information in a Communication. I agree that VSAC will not charge me for a Communication, but my service provider may. In addition, I understand and agree that VSAC may always communicate with me in any manner permissible by law that does not require my prior consent.

APPLICANT'S SIGNATURE:

DATE: