



# HIGHER EDUCATION ADULT PART-TIME STUDENT (HEAPS) GRANT PROGRAM WORKFORCE DEVELOPMENT COMPONENT 2010-2011 STUDENT APPLICATION

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APPLICATIONS SUBMITTED MORE THAN 3 MONTHS PRIOR TO THE BEGINNING  
OF THE COURSE/PROGRAM WILL NOT BE CONSIDERED.

## SECTION 1 - STUDENT INFORMATION

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_
2. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
3. Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
4. Month and Year you became WV resident \_\_\_\_ / \_\_\_\_\_
5. Are you a U. S. citizen or permanent resident? Yes \_\_\_ No \_\_\_
6. Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
7. Date of HS Graduation or GED \_\_\_\_ / \_\_\_\_\_
8. Are you currently taking courses in preparation for taking the GED? Yes \_\_\_ No \_\_\_
9. Institution or training facility sponsoring the HEAPS training program. \_\_\_\_\_
10. Course outcome expected from training: \_\_\_ Diploma \_\_\_ Certificate \_\_\_ Other (please specify) \_\_\_\_\_
11. Are you currently pursuing a bachelor's degree, associate degree, or Title IV certificate eligible program at an institution of higher education? Yes \_\_\_ No \_\_\_
12. Are you in default on a higher education loan? Yes \_\_\_ No \_\_\_
13. Are you currently working? No \_\_\_ Yes, Full-time \_\_\_ Yes, Part-time \_\_\_
14. Number of months worked in 2009. \_\_\_\_

### FINANCIAL NEED ANALYSIS

You are encouraged to file the 2010-2011 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have or will file the FAFSA before submitting this application, you can skip Sections 2 - 4 and complete the certification at the bottom of page 2.

15. My 2010-2011 FAFSA has been filed (If yes, Skip SECTIONS 2 through 4) Yes \_\_\_ No \_\_\_

*Should the FAFSA not be filed, all questions on this form must be completed starting with SECTION 2 and a signed copy of your completed 2009 federal income tax return must be attached (and your parents, if applicable).*

## SECTION 2 - STUDENT DEPENDENCY STATUS

16. If you can check ANY of the following boxes, you DO NOT need to provide parental information. Skip to SECTION 4. If you check NONE of the following boxes, you are required to provide parental information. Go to SECTION 3.
- |   |   |
|---|---|
| <input type="checkbox"/> I was born before January 1, 1987                    | <input type="checkbox"/> I have children and I provide more than half of their support  |
| <input type="checkbox"/> I am serving on active duty in the U.S. Armed Forces | <input type="checkbox"/> I have dependents (other than children or my spouse) that live with me and I provide more than half of their support |
| <input type="checkbox"/> My parents are both deceased                         |   |
| <input type="checkbox"/> I am married   |   |
| <input type="checkbox"/> I am a veteran of the U.S. Armed Forces              |   |

## SECTION 3 - PARENT INFORMATION Answer all the questions in SECTION 3 about your parents even if you do not live with them. Grandparents, foster parents, legal guardians, etc. are not considered parents on this form unless they have legally adopted you.

17. What is your parents' state of legal residence? \_\_\_\_  
a. Month and year legal residency began for the parent who has lived in the state the longest. \_\_\_\_ / \_\_\_\_\_
18. Age of oldest parent? \_\_\_\_
19. How many people are in your parents' household? \_\_\_\_  
Include: - yourself (even if you don't live with your parents) - your parents - your parents' other children (if your parents will provide more than half of their support between July 1, 2010 and June 30, 2011) - other people (if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between July 1, 2010 and June 30, 2011).
20. For 2009, have your parents completed their IRS income tax return?  
 My parents have already completed their federal tax return (If your parents filed a 2009 tax return, please attach a signed copy to application)  
 My parents are not going to file.

Answer questions 21-26 whether or not a tax return was filed. If the answer is zero or the question does not apply, enter 0. This information may be on the W-2 forms. Report whole dollar amount with no cents.

- 21. How much did your father/stepfather earn from working in 2009? \$ \_\_\_\_\_.
- 22. How much did your mother/stepmother earn from working in 2009? \$ \_\_\_\_\_.
- 23. All other 2009 Untaxed Income (Enter the amounts for your parent[s].) Please specify type and amount below.
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
- 24. As of today, what is your parents' total current balance of cash, savings and checking accounts? \$ \_\_\_\_\_.
- 25. As of today, what is the net worth of your parents' investments, including real estate? \$ \_\_\_\_\_.  
**Don't include the home your parents live in. Net worth means current value minus debt.**
- 26. As of today, what is the net worth of your parents' current businesses and/or investment farms? \$ \_\_\_\_\_.  
**Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees.**

**SECTION 4 - STUDENT INFORMATION - Answer questions 27-30 about you (the student). If you are single, separated, divorced or widowed, answer only about yourself. If you are married as of today, include information about your spouse.**

- 27. What is your marital status as of today?  
 I am single     I am married/remarried     I am divorced or widowed     I am separated
- 28. How many people are in your household? \_\_\_\_\_  
Include: - yourself (and your spouse) - your children (if you will provide more than half of their support between July 1, 2010 and June 30, 2011), other people (if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2010 and June 30, 2011).
- 29. How many people in your (and your spouse's) household will be college or post-secondary students between July 1, 2010 and June 30, 2011? \_\_\_\_\_  
Always count yourself as a college or post-secondary student. Include others only if they will attend, at least half-time in 2010-2011, a program that leads to a college or post-secondary credential (ex: degree or certificate).
- 30. For 2009, have you (the student) completed your IRS income tax return?  
 I have already completed my return (If you filed a 2009 tax return, please attach a signed copy to application).  
 I'm not going to file.

Answer questions 31-37 whether or not a tax return was filed. If the answer is zero or the question does not apply, enter 0. This information may be on the W-2 forms. Report whole dollar amount with no cents.

- 31. How much did you earn from working in 2009? \$ \_\_\_\_\_.
- 32. How much did your spouse earn from working in 2009? \$ \_\_\_\_\_.
- 33. As of today, what is your (and spouse's) total current balance of cash, savings and checking accounts? \$ \_\_\_\_\_.  
**Do not include student financial aid.**
- 34. All other 2009 Untaxed Income. Please specify type below.
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
- 35. As of today, what is the net worth of your (and spouse's) investments, including real estate? \$ \_\_\_\_\_.  
**Don't include the home you live in. Net worth means current value minus debt.**
- 36. As of today, what is the net worth of your (and spouse's) current businesses and/or investment farms? \$ \_\_\_\_\_.  
**Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees.**
- 37. Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal or state financial aid (such as grants, loans or work-study)?  Yes  No

**CERTIFICATION: I certify that the information reported on this form is correct.**

I certify that I am not incarcerated in a correctional facility, not on court ordered home confinement and have not been convicted for the possession or sale of illegal drugs. Purposely providing false information on this form may lead to criminal prosecution. If you answer yes, contact our office.

Student Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

If parent(s) income was reported, one parent must sign this application.



# HIGHER EDUCATION ADULT PART-TIME STUDENT

(HEAPS) GRANT PROGRAM WORKFORCE DEVELOPMENT COMPONENT

**Return completed application to your institutional official who will complete the SCHOOL USE ONLY section prior to forwarding the application to:**

**HEAPS Grant Program, WV Higher Education Policy Commission**  
 1018 Kanawha Boulevard East | Suite 700, Charleston, West Virginia 25301 | Fax: 304-558-4622

*School Use Only Section MUST be Completed In Order To Process \* Only include tuition, required fees, books, and supplies in the program cost.*

SCHOOL USE ONLY	HEPC USE ONLY
Program _____	Cost of Program _____
Program Start and End Date _____	Living Allowance _____
*Program Cost _____	Budget _____
Program Length In Weeks _____	9 Month EFC _____
EFC Used by Institution (If Applicable) _____	Adjusted EFC for Length of Program _____
Institution Administrator _____	Need _____
E-mail & Phone # _____	
SCHOOL USE ONLY	HEPC USE ONLY
Program _____	Cost of Program _____
Program Start and End Date _____	Living Allowance _____
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