



Postsecondary Education Program Application

Please provide documentation as requested on pages 1 and 2. You must sign this application on both pages. Your case manager will complete page 3 and then the case manager and the case manager's supervisor must also sign it.

Your name _____ Social Security number _____

Please provide proof of the following:

- VSAC eligibility for financial assistance and the ability to meet tuition costs;
- attendance at, acceptance to, or application to a two-year or four-year postsecondary undergraduate degree program;
- good academic standing, if you are already in college;
- in a two-parent family, full-time employment by the parent who is not attending college, or if unable to work or able to work part-time, compliance with requirements of PSE rule 2425 A;
- income (last year's tax return and income from the prior 30 days);
- completed application for Economic Services Division Programs; and
- documentation of how many previous college credits will be transferred to new degree (if applicable)

I agree to provide the proof outlined above.

Applicant's signature Date of application

To be completed by case manager:

This applicant meets the financial and nonfinancial eligibility requirements of the PSE Program: Yes No

If the answer is no, please explain _____

Case manager's signature _____ Date _____

Team leader's signature _____ Date _____

Office or site where case manager is located _____

Postsecondary Education Program Plan

I understand that in order to participate or remain in the PSE Program, I agree to the following conditions.

- I will limit my employment to no more than 20 hours per week when school is in session. If I wish to work more hours I will discuss this option with my case manager and see if rules will allow this exception (rule site 2402.1 D. 8). If the other parent of my children lives with me, that parent must work full-time, if able.
- I will assign my child support rights to the state and cooperate with the Office of Child Support as a condition of receiving PSE financial assistance.
- I will accept the PSE financial assistance instead of Reach Up financial assistance, if I am eligible for financial assistance.
- I will seek employment using the services of my college's career placement office during the last year of my degree program. If my college does not have a career placement office, I will seek employment using services provided by the Department of Labor's local career resource center. I will also meet with a Reach Up employment team member.
- I will check in with my PSE case manager at least one time per month.
- I will consult with my PSE case manager if I need to take an approved or unapproved leave of absence.
- I will request to have the PSE committee reconvene if I wish to change my occupation, major, degree or college.
- I will maintain good academic standing and make progress toward a degree.
- I will remain a member in good standing at the college I attend.
- I will obtain documentation of classroom attendance from my college, and must provide this information on a regular basis to my PSE case manager.

Name of PSE case manager _____

Preference on how to maintain contact with my PSE case manager:

email phone other _____ frequency _____

What support(s) do you think you will need from your PSE case manager?

I understand and agree to the conditions outlined above.

Applicant's signature

Date of application

To be completed by the case manager

PSE Nonfinancial Eligibility Summary

Applicant _____	Social Security number _____
Case manager _____	District _____
Has literacy skills necessary to succeed in the PSE Program	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved education plan on file	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field of study	
Specific employment goal	
In a two-parent family, only one parent is participating in PSE	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Nonparticipating parent is able-to-work and employed full-time or	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Nonparticipating parent is able-to-work part-time and employed part-time, or	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Nonparticipating parent is unable-to-work	<input type="checkbox"/> Yes <input type="checkbox"/> No
Intended degree	<input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree
Matriculating or matriculated in two-year or four-year postsecondary undergraduate degree program (see PSE rule 2401 (O.)).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of college attending	
Number of previous credits transferring to new degree (if applicable)	
Eligible for financial assistance from VSAC and has demonstrated ability to cover tuition costs.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agrees to limit employment to no more than 20 hours per week when school is in session	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agrees to accept the PSE Program financial assistance instead of Reach Up financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant and applicant's family are Vermont residents	<input type="checkbox"/> Yes <input type="checkbox"/> No
If already engaged in a two-year or four-year postsecondary undergraduate degree program participant is in good academic standing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Current GPA:
Projected graduation date (month/year)	