



Postsecondary Education Program Application (Plan)

Name: _____ Last 4 SSN: _____

Name of college attending: _____

Location: _____ Start Date: _____

College Readiness

- If you have been accepted to college, provide a copy of the college acceptance letter
- If you are already in college, provide a copy of a transcript indicating GPA and credits earned
- If you are **NOT** currently enrolled in college, complete the College Readiness Assessment.**

**To complete the College Readiness Assessment, call your local Community College of Vermont (CCV) office to discuss with an advisor whether you will need to take an assessment test called Accuplacer. Provide a copy of your Accuplacer scores as verification that you have completed the college readiness assessment. If after discussing with an advisor it is determined you do not need to take the Accuplacer, please provide documentation that you are scheduled to take college level courses.

College Costs/Financial Aid

What is the estimated cost per semester or academic term, including tuition and fees?

What financial resources do you plan to use to pay for these costs (financial aid, scholarships, work study, VSAC grants)?

If you are not connected to a VSAC (Vermont Student Assistance Corporation) Education Outreach counselor we recommend you schedule a meeting to discuss financial aid. To schedule a meeting, you can contact VSAC at 1-877-961-4369 or www.vsac.org/plan/adult-learners.

Essay/Writing Sample (attach to the end of this application)

**May provide college application essay or an essay written for college level course.

A brief personal statement helps us get to know you better than just grades and test scores. In a minimum of 250 words, please tell us about a significant experience you've had, an accomplishment or risk you have taken, a person who has made a difference in your life, a topic of concern to you or anything else you think would help us learn more about you.

Occupational Goal

- A. Discuss the fields of study you are interested in pursuing, and the occupations related to those fields.

- B. Why are you interested in these areas of study and these occupations?

- C. Where do you plan on working after you have graduated (city/town and state)?

- D. What career exploration activities have you done? If you need help with career exploration activities please contact your Reach Up Case Manager, Vermont Department of Labor, Reach Up Job coach, or CCV Career Consultant. You may also use CCV's Career Services Tools. You can contact a CCV Career Consultant by going to <http://ccv.edu/discover-resources/career-development/career-consultants/>. A CCV Career Consultant can help you access CCV's Career Services Tools. You do not need to be a CCV student to access these services.

- E. If you are seeking a four-year degree in a field in which a two-year degree is commonly accepted, discuss your interest in the higher degree.

Degree Plan

Your schedule must reflect that you will complete the coursework necessary for a two-year degree within three years, and for a four-year degree within five years. For every 15 credit hours you have completed when you enter the PSE program, that can be applied to your degree, four months will be deducted from the three- or five-year time period. For individuals who have already obtained a two-year degree through the PSE program and are now pursuing a four-year degree, the time period that was used to obtain the two-year degree will be subtracted from the five-year time period, allowed for a four-year degree. The three- or five-year time period may be extended as a reasonable accommodation for individuals with a disability.

1. How many hours of scheduled class time do you plan to attend per week?

2. What is the estimated number of hours per week needed for studying and preparing coursework outside of class time?

3. What resources will you use to help with circumstances that may affect your ability to maintain this schedule and eligibility for PSE such as transportation, child care, and the age of your youngest child?

Number of previous credits transferring to new degree (if applicable): _____

Expected date of graduation: _____

For PSE Review Committee:

- Approved
- Denied
- Need more information

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Case manager's signature: _____ Date _____

Reach Up Supervisor signature: _____ Date _____

Rights and Responsibilities

I understand 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 possibility with my case manager. 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 may 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 a leave of absence from college.
- I will work with my PSE Case Manager and Academic Advisor if I wish to change my major, degree or college.
- I will maintain satisfactory academic standing and make progress toward a degree.
- I will obtain documentation of classroom attendance from my college, and must provide this information on a regular basis to my PSE case manager as requested.

If you leave Reach Up or PSE, and an adult member of your family is working, you may qualify for Reach Ahead, a 24 month program that provides a monthly benefit of \$50 for the first 12 months and \$5 for the second 12 months that you can use to purchase food. Reach Ahead also provides support services, such as a 100% child care subsidy, transportation assistance, and workforce development, if you need them.

You will be automatically enrolled in Reach Ahead if you are eligible. If you do not want to be automatically enrolled in Reach Ahead, please initial the box ➡

I understand and agree to the conditions outlined above.

Applicant's signature

Date of application