



1130 – Women’s Resource Center/Returning Adult Program  
 Lansing Community College  
 P. O. Box 40010  
 Lansing, Michigan 48901-7210  
 Phone: (517) 483-1199 Fax: (517) 483-1970  
<http://www.lcc.edu/wrc>



**COMBINED TUITION GRANT APPLICATION**  
**Single Parent, Displaced Homemaker, Non-traditional Career, and**  
**Special Populations Grant, and Women’s Resource Center Foundation Grant**  
**Fall 2011, Spring 2012, Summer 2012**

**SINGLE PARENT, DISPLACED HOMEMAKER,  
 NON-TRADITIONAL CAREER, and  
 SPECIAL POPULATIONS GRANT (SPops Grant)**

This grant provides assistance with tuition and course fees, textbooks, registration fees, facility fees and assistance with transportation costs to eligible students.

**You may be eligible for the SPops Grant if you are pursuing an occupational program and fit into one or more of the categories below.**

- A SINGLE PREGNANT WOMAN**
- A SINGLE PARENT**
- A HOMEMAKER**
- A DISPLACED HOMEMAKER**
- A NON-TRADITIONAL CAREER TRAINEE**
- AN INDIVIDUAL with LIMITED ENGLISH PROFICIENCY**
- AN INDIVIDUAL WITH A DISABILITY**
- ECONOMICALLY DISADVANTAGED**
- \*Definitions on page B**

- You do not need a high school diploma or a GED to be eligible for this grant.
- Those with a Bachelor's degree or higher are not eligible for this grant. Those with an occupational, vocational, or technical associate degree may also be ineligible.
- Students pursuing a General Associate degree are not eligible for this grant.
- Transfer Programs are not eligible for this grant but may be eligible on the WRC grant.
- **You must meet the income guidelines.**
- **You must submit a complete application by the deadline date.**

**WOMEN’S RESOURCE CENTER FOUNDATION  
 GRANT (WRC Grant)**

The grant includes up to \$912.00 (Fall/Spring); \$456.00 (Summer) for tuition, \$25.00 registration fee, facility fees, cost of the required textbooks and course fees up to \$200.00 for each WRC approved course and help with transportation assistance.

**You may be eligible for the WRC Grant if you are an individual whose education has been interrupted and whose high school class graduated six years ago or more.**

- This Grant is designed to assist students in obtaining their educational/occupational goal. Eligible courses include those taken toward a certificate or an associate degree, job-oriented courses, those taken for transfer, and student development courses
- You do not need a high school diploma or a GED to be eligible for this grant.
- Applicants must **not** have attempted more than **70 semester credits** from any college or university. Special consideration may be given to a student who is in her/his final two semesters or enrolled in a curriculum that requires more than 70 credits.
- Grant recipients must be willing to allow their residency status (in or out of district, etc.), courses taken, grades, completion of certificate or degree and the amount of grant awarded be made available to those donors requiring this information for their records.
- Students pursuing a General Associate degree are not eligible for this grant.
- **You must meet the income guidelines.**
- **You must submit a complete application by the deadline date.**

**INCOME GUIDELINES**

The student’s family gross income must not exceed:

- \$19,000** self with no dependents
- \$25,000** self with one dependent
- \$27,000** self with two dependents
- \$29,000** self with three dependents
- \$31,000** self with four dependents

Add \$2,000 for each additional dependent. If married, the spouse should be counted as a dependent.

**FINAL APPLICATION DEADLINES**

~~FALL SEMESTER 2011~~                      ~~JULY 1, 2011~~  
~~SPRING SEMESTER 2012~~              ~~NOVEMBER 1, 2011~~  
 SUMMER SESSION 2012                      MAY 1, 2012

**IT IS TO YOUR ADVANTAGE TO TURN IN YOUR APPLICATION AS SOON AS POSSIBLE.**

**Students eligible Fall 2011 or Spring 2012 will not need to re-apply for Summer 2012.**

The Women's Resource Center/Returning Adult Program (WRC/RAP) facilitates individual's economic self-sufficiency by helping them return to school, set goals, develop skills, and achieve academic success.

Included in this packet is an application for **The SPOps Grant**, and **The WRC Grant**. These grants are resources that can help pay for basic academic costs (tuition, fees, required textbooks, parking or bus passes) that are not being paid for by other sources.

A separate application and documentation is required for the **LCC Child Care Grant**. The Child Care Grant helps cover the cost of child care during the hours the student is in class and the child is attending a state-licensed child care provider.

### Important Definitions

- **Career Assessment:** An exploration of career choices either through an online assessment or a meeting with a Career Counselor.
- **Course Approval Appointment:** A meeting with a WRC/RAP administrator to approve class schedule and funding eligibility.
- **Curriculum:** A student's intended academic path.
- **Displaced Homemaker:** A homemaker for at least 5 years, unemployed or underemployed who (1) has been dependent on the income of a relative but is no longer supported by such income, or (2) because of divorce, separation, or the death or disability of a spouse must prepare for paid employment or (3) has been receiving public assistance.
- **Economically Disadvantaged:** Individuals who meet the grant income guidelines who are from economically disadvantaged families, including foster children, Pell grant or other need-based financial assistance recipients, or migrants.
- **FAFSA-Free application for Federal Student Aid:** An online federal application for student grants and low-interest loans. All students applying for the SPOps and WRC grants must file their FAFSA and get an answer.
- **Homemaker:** An adult who has worked primarily without pay to care for the home AND family for a minimum of 5 years, has diminished marketable skills, and is unemployed or underemployed.
- **Individuals with a Disability:** A person who has a physical or mental impairment that substantially limits one or more major life activities (Verified by the Office of Disability Support Services, 483-1924).
- **Individuals with Limited English Proficiency:** An adult who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English. (Verified by the Limited English Proficiency Program, 483-1924)
- **Non-Traditional Career Trainee:** A woman or man who wishes to seek employment in an occupation which traditionally has been underrepresented by his/her gender.
- **Single Parent:** A parent who (1) is unmarried (i.e., divorced, widowed, or never married) or separated from a spouse and (2) has a minor child or children for which the parent has either custody or joint custody.
- **Single Pregnant Woman:** An unmarried woman who is expecting the birth of a child. Documentation from a physician is required.

*The Woman's Resource Center Foundation grant is made possible through contributions from individual community members and organizations, including Capital Region Community Foundation, Zonta Club of Michigan Capital Area, and Zonta Club of Lansing.*

*The Single Parent, Displaced Homemaker, Non-traditional Career, and Special Populations Grant funds are made available through a grant from the Michigan Department of Labor & Economic Growth, Community College Services Unit.*

*Lansing Community College does not discriminate on the basis of race, religion, age, national origin, sex, marital status, color, height, weight, handicap or sexual orientation in its employment, educational programs or activities. If you feel you have been discriminated against, contact the Human Resources Department at (517) 483-1673.*

## **POLICIES pertaining to both the SPops Grant and WRC Grant.**

1. These grants may be received more than one semester in an academic year as long as funds permit, eligibility criteria and income guidelines are met, and the student makes satisfactory academic progress in accordance with scholarship policies. Students must also maintain a satisfactory completion rate of credits attempted.
2. In determining eligibility, your previous academic record will be reviewed. If you have had academic difficulties in the past, you will be limited in the number of courses or the kind of courses we approve for you.
3. If we limit the number of credits a student may take due to academic record, the student may only take approved courses to receive any funding assistance from these grants (regardless of other financial aid eligibility).
4. Students new to Lansing Community College will be allowed to take a maximum of 8 credits during the Fall or Spring semester and 4 credits during the Summer semester. Students will be limited to one on-line course until the student demonstrates the ability to be successful in online courses. Current and returning students will be limited to 12 credits (6 credits in summer) or fewer unless the student's curriculum requires more.
5. **No classes can be taken on an audit basis. If a student later changes a course approved for credit to an audit, the student will be billed for the tuition and fees for that course.**
6. **SKILLS ASSESSMENT (Reading and Writing).** Before receiving tuition, books, or transportation assistance, you must complete skill level assessments in the LCC Assessment Center, Room 200 Gannon Building (GB). Call (517) 267-5500 for information. The results of these assessments aid us in advising students into appropriate courses and will not necessarily prevent you from attending Lansing Community College or from receiving these grants. A **CAREER ASSESSMENT** is required and instructions on how to complete the Career Assessment will be mailed to you if you are determined eligible for these grants. **Results of your career assessment must be brought to the WRC/RAP office before the start of your first semester in the WRC/RAP program.**
7. The student is responsible for the cost of any books and supplies not covered by these grants. If a course is dropped and either of these grants paid for the books, they should be returned immediately.
8. Dropping a class after the end of the 100% refund period results in a loss of tuition money from these grant funds. **THEREFORE, IF A STUDENT DROPS ONE OR MORE CLASSES AFTER THIS, IT MAY RESULT IN THE STUDENT'S INELIGIBILITY IN LATER SEMESTERS.** If you find it necessary to drop a class, you must do so formally through the Enrollment Services Office. **Never simply stop attending class as it will result in a failing grade.**
9. **TUITION AND COURSE FEES FOR APPROVED COURSES WILL BE PAID AS FUNDS ALLOW.** Limited assistance for required textbooks, transportation, and other fees may also be provided. The WRC/RAP staff is available by appointment to advise and promote the success of students on this program. Call 483-1199 or 1-800-644-4522 ext. 1199 for appointment times. Evening appointments are available if requested. **NOTE THAT GRANTS ARE BASED ON THE AVAILABILITY OF FUNDS.** In accordance with Federal guidelines, those with greatest need will be given priority for scholarships. If funds are limited, priority will be given in the following order: to single parents, displaced homemakers, non-traditional career trainees and then all other categories. All "eligible" applicants may not be served if funds are expended.
10. **NO CASH IS AWARDED.** The grant will be made for the exact number of credits approved, depending upon the availability of funds. Not all classes are eligible. Therefore, **requested classes must be approved by a WRC/RAP staff member.**
11. All other grants, scholarships, and waivers, including No Worker Left behind, must be used before these grants to pay for tuition, fees, books and transportation before either the SPops or WRC grant is applied.
12. **ALL PARTICIPANTS ARE REQUIRED TO APPLY FOR THE PELL GRANT AND RECEIVE AN ANSWER before getting assistance.** **ALL TO-DO items--including Verification requirement--*MUST* be completed.** To apply for Pell you must complete and submit the 2011-2012 Free Application for Federal Student Aid (FAFSA) immediately. FAFSAs are submitted online at (<http://www.fafsa.ed.gov>). If you need assistance in completing the application, stop by Enrollment Services, room 203, Gannon Building (GB). If you are ineligible for Pell or in default on a student loan, you may still be eligible for our grant.
13. All new LCC students must sign-up for a REQUIRED LCC orientation by calling 517-483-1957 or registering online at [www.lcc.edu/orientation](http://www.lcc.edu/orientation).
14. **All Participants must sign-up for a payment plan after registering for classes. The majority of students who apply for these grants will be eligible for the "pending aid" payment plan. Check plan options online or with the Financial Aid office.**

## APPLICATION PROCESS

**THIS APPLICATION MUST BE COMPLETELY FILLED OUT AND ALL NECESSARY DOCUMENTATION ATTACHED BY THE DEADLINE.**

### **DEADLINES:**

<del>FALL Semester 2011</del>	<del>July 1, 2011</del>
SPRING Semester 2012	November 1, 2011
SUMMER Semester 2012	May 1, 2012

If the deadline falls on the weekend, applications will be accepted the following Monday until closing.

**Students eligible Fall 2011 will not need to reapply for Spring 2012 or Summer 2012.**

1. **The application must be complete, with ALL questions answered, and submitted to the WRC/RAP with all current proof of income, custody, etc. attached by the deadline date in order to be processed.** Call (517) 483-1924 as closing hours vary.
2. We cannot guarantee eligibility determination in time for the start of Registration.
3. Applications for Truck Driver Training may be submitted after deadline dates. Indicate this program under Curriculum on first page of application and meet with a WRC/RAP staff member to discuss this option.
4. Students must apply for this grant each academic year.
5. We recommend that applications not be mailed. We do not take responsibility for applications which are late or lost.
6. Contact our office if you have not received notice about your eligibility two weeks after the semester application deadline.
7. If you are eligible, **you must have an appointment with a WRC/RAP staff member to have your courses approved.** You must make this appointment by the deadline date indicated in the eligibility letter or your grant will be cancelled. This grant will not pay for tuition and fees until all requirements are complete as explained in a Course Approval Appointment with a WRC/RAP staff member.
8. Each semester you will receive a letter notifying you whether or not you appear eligible for this grant and which outlines important deadlines and procedures for your Course Approval Appointment.
9. PLEASE NOTE: We may need to call you with questions related to your application. Due to confidentiality, we will not identify ourselves as the WRC or RAP staff to whomever may answer your phone or on your answering machine. The staff member will say she is calling from LCC and leave her name and phone number. Please indicate on the front page of the application if we should not call you.
10. If you have any changes in your contact information, such as name, phone number, address, or email address, please notify our office by calling 517-483-1199 or submit your changes online on our website [www.lcc.edu/wrc](http://www.lcc.edu/wrc).
11. **TO APPLY FOR THE CHILD CARE GRANT, A SEPARATE APPLICATION IS NECESSARY.** You must attach proofs of income and custody to the Child Care application each time you apply, and you must use **STATE-LICENSED CHILD CARE**.

~~FALL 2011-SPRING 2012-SUMMER 2012~~  
APPLICATION FOR  
SINGLE PARENT, DISPLACED HOMEMAKER,  
NON-TRADITIONAL CAREER and SPECIAL POPULATIONS GRANT  
AND  
WOMEN'S RESOURCE CENTER FOUNDATION GRANT

NAME: \_\_\_\_\_  
PREVIOUS NAME AT LCC: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE HOME: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 check box if we should **NOT** call  
WORK: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 check box if we should **NOT** call  
EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_  
STUDENT NUMBER: \_\_\_\_\_  
CURRICULUM : \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
\*If under age 24 with no dependents you must provide documentation of parent's sources of income.  
ARE YOU A U.S. CITIZEN? \_\_\_\_\_  
\*If not a U.S. citizen, see page 6 for required documentation.  
HAVE YOU APPLIED FOR THIS GRANT BEFORE? \_\_\_\_\_

In order to determine possible eligibility for tuition assistance, please answer the following questions. The information collected will be used only for this purpose and is considered confidential.

**CHECK ALL THAT APPLY.**

- \_\_\_\_ 1. **SINGLE PREGNANT WOMAN-**  
**Documentation required.**
- \_\_\_\_ 2. **SINGLE PARENT**
- \_\_\_\_ 3. **HOMEMAKER: *Indicate number of years as a homemaker* \_\_\_\_\_.**
- \_\_\_\_ 4. **DISPLACED HOMEMAKER: *Indicate number of years as a homemaker* \_\_\_\_\_.**
- \_\_\_\_ 5. **NON-TRADITIONAL CAREER  
TRAINEE: MUST DECLARE THE CURRICULUM NAME AND CODE NUMBER OF A NON-TRADITIONAL VOCATIONAL PROGRAM and indicate above.**  
 FEMALE       MALE

- \_\_\_\_ 6. **INDIVIDUALS with LIMITED ENGLISH PROFICIENCY: (Verified by the Limited English Proficiency Program, 483-1924.)**
- \_\_\_\_ 7. **INDIVIDUALS WITH A DISABILITY: (Verified by the Office of Disability Support Services, 483-1924.)**
- \_\_\_\_ 8. **ECONOMICALLY DISADVANTAGED-Individuals who meet the grant income guidelines or are eligible for need-based financial aid.**

Please attach any additional information which would be helpful to us in determining your eligibility.

**THIS APPLICATION MUST BE COMPLETE AND ALL NECESSARY DOCUMENTATION ATTACHED BY THE DEADLINE.**

**Are you a student with special needs?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, special services are available through the Office of Disability Support Services, room 204 GB (483-1924) and the Limited English Proficiency Program, room 204 GB (483-1924).

You should have received any necessary academic advising from your department, college advisor or counselor, a staff member of the WRC/RAP, Office of Disability Support, LEP Program, or TIP Program **prior** to having your classes approved.

**INDICATE MARITAL STATUS:**

- Single/never married     Divorced     Married     Widowed     Separated

**DOCUMENTATION REQUIRED!**

**PLEASE LIST ALL DEPENDENTS:** If you are married and living in the same home, list spouse. You must provide either Child's Medicaid card, court ordered custody papers **OR** any **TWO** pieces of documentation from the examples below for each dependent child.

Divorce Papers	Immunization Record
Child Support Documentation	School Record
WIC booklet showing child's name	Birth Certificate
DHS assistance showing child's name	Social Security card

Spouse's name:

\_\_\_\_\_

List Children's names and date of birth

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**DOCUMENTATION REQUIRED!**

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**CHECK ALL SOURCES OF INCOME.** INDICATE DOLLAR AMOUNT AND IF INCOME IS WEEKLY, BI-WEEKLY, OR MONTHLY. YOU MUST ATTACH CURRENT PROOF OF INCOME FOR EACH SOURCE YOU RECEIVE. **Income tax forms are not acceptable. Report gross income (before taxes).**

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\_\_\_ Applicant's employment \$ \_\_\_\_\_ (circle one: weekly/bi-weekly/monthly)  
Must provide copies of recent check stubs.

\_\_\_ Spouse's income \$ \_\_\_\_\_ (circle one: weekly/bi-weekly/monthly)  
Must provide copies of recent check stubs.

\_\_\_ Child support received \$ \_\_\_\_\_ (circle one: weekly/bi-weekly/monthly)  
Must provide recent check stubs, account summary, or court order, or bank statement indicating child support deposit.

\_\_\_ Alimony received \$ \_\_\_\_\_ (circle one: weekly/bi-weekly/monthly)  
Must provide recent check stubs, account summary, or court order, or bank statement indicating alimony support deposit.

\_\_\_ Food Assistance \$ \_\_\_\_\_  
Must provide copy of EBT/Bridge card or a letter from DHS detailing assistance, or a statement from your online account.

\_\_\_ DHS Cash Assistance \$ \_\_\_\_\_  
Must provide letter from DHS detailing assistance or a statement from your online account.

\_\_\_ Medicaid  
Must provide copy of Medicaid cards or letter from DHS detailing assistance.

\_\_\_ Social Security \$ \_\_\_\_\_  
Must provide letter from Social Security Administration detailing assistance or recent check stub.

\_\_\_ Unemployment compensation \$ \_\_\_\_\_  
Must provide letter from Unemployment Agency detailing assistance.

\_\_\_ Family/friend's assistance.  
Must provide letter from family/friend (include name, current date, name of student being assisted, description of assistance and signed).

\_\_\_ Housing/Public/Section 8 Subsidy  
Must provide documentation detailing assistance either from the Housing Commission or your landlord.

\_\_\_ Other \$ \_\_\_\_\_ Describe: \_\_\_\_\_  
Examples may be student loans, tax refunds, in-home business, etc.  
Must provide supporting documentation.

**ALL STUDENTS MUST APPLY FOR THE 2011-2012 PELL GRANT AND RECEIVE AN ANSWER.**

\_\_\_\_\_ I have applied for the 2011-2012 Pell Grant (Federal Financial Student Aid, FAFSA).

Date applied: \_\_\_\_\_

**Are you in default on a student loan?** Yes \_\_\_\_\_ No \_\_\_\_\_

If you are ineligible for Pell or in default on a student loan you may still be eligible for this grant.

You must apply for Federal Financial Aid (Pell) and get an answer. ALL TO-DO items--including Verification requirement--**MUST** be completed

**Are you presently receiving or eligible** for any other educational assistance? Yes \_\_\_ No \_\_\_

If yes, explain: PELL Grant: \_\_\_\_\_ TRIO \_\_\_\_\_

Tuition Grant: \_\_\_\_\_ Employer Reimbursement: \_\_\_\_\_

MI Works!: \_\_\_\_\_ Work First: \_\_\_\_\_

Other \_\_\_\_\_

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**If receiving help from the Department of Human Services, (DHS) how long have you received assistance?**

Years: \_\_\_\_\_ Dates: \_\_\_\_\_

If not currently on DHS, have you received it in the past? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Number of years: \_\_\_\_\_ Dates: \_\_\_\_\_

**Are you on the Work First Program** or will you be eligible during this semester?

YES \_\_\_\_\_ NO \_\_\_\_\_

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**Educational level: Check all that apply:**

\_\_\_\_\_ 1. High School graduate or GED completion? Month \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ 2. Some high school. If you do not have a high school diploma or GED, when did your high school class graduate? Month \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ 3. Have you had any education or training past high school? Yes \_\_\_ No \_\_\_

\_\_\_\_\_ 4. Name of colleges attended: \_\_\_\_\_  
Dates: \_\_\_\_\_ Number of credits earned: \_\_\_\_\_

\_\_\_\_\_ 5. Associate degree/college attended/date received: \_\_\_\_\_  
Degree title: \_\_\_\_\_

\_\_\_\_\_ 6. Bachelor's degree/college attended/date received: \_\_\_\_\_  
Degree title: \_\_\_\_\_

\_\_\_\_\_ 7. Master's degree/college attended/date received: \_\_\_\_\_  
Degree title: \_\_\_\_\_

\_\_\_\_\_ 8. Vocational training/school/date: \_\_\_\_\_

\_\_\_\_\_ 9. Total number of college credits. Attempted \_\_\_\_\_ Earned \_\_\_\_\_

\_\_\_\_\_ 10. Are you currently enrolled in any other college? Name: \_\_\_\_\_  
Name of major/curriculum/program/degree: \_\_\_\_\_

**EMPLOYMENT:** Applicant must lack the job skills necessary to provide adequate financial support for self and dependents (if any).

Are you presently employed? Yes\_\_ No\_\_      Do you receive paid benefits? Yes\_\_ No\_\_  
Medical? Yes\_\_ No\_\_      Sick Leave? Yes\_\_ No\_\_      Vacation? Yes\_\_ No\_\_

**EMPLOYMENT:**

List current (**or if unemployed, most recent**) employment first. This **must** be filled out.

**Job Title:** \_\_\_\_\_      Hours per week: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Salary: Hourly rate \$ \_\_\_\_\_ or gross: **weekly/bi-weekly/monthly**: \$ \_\_\_\_\_  
(circle frequency of pay)

Starting and ending dates: \_\_\_\_\_

**Job Title:** \_\_\_\_\_      Hours per week: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Salary: Hourly rate \$ \_\_\_\_\_ or gross **weekly/bi-weekly/monthly**: \$ \_\_\_\_\_  
(circle frequency of pay)

Starting and ending dates: \_\_\_\_\_

**What other job skills do you have?** \_\_\_\_\_

\_\_\_\_\_

**Are there any special health-related** reasons or other circumstances which prevent the use of these skills?

\_\_\_\_\_

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**STATEMENT OF PURPOSE**

**What are your reasons for wanting to attend college? Do you have immediate and/or long range goals for which education at LCC is necessary? Please describe:**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**Check your application!  
What Documentation did you provide?**

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**Please mark the documentation you provided with this application.**

- Applicant's recent Check stubs
- Bank Statement
- Child Support Documentation
- Custody Papers
- Dependent's Birth Certificate
- Dependent's School Record
- Dependent's Social Security card
- Divorce Papers
- EBT/Bridge card
- I-94 Arrival-Departure Record (Current)
- I-151, I-551, or I-551C with an Alien Registration Receipt Card
- Immunization Record
- Lease
- Letter from DHS showing Cash Assistance
- Letter from DHS showing Food Assistance
- Letter from DHS showing Medicaid Assistance
- Letter from family/friend detailing assistance
- Medicaid Cards
- Parent's Recent Check stubs (if under 24/no dependents)
- Permanent Residency Card (Valid)
- Profit/loss tax form
- Section 8 letter
- Social Security Disability Insurance
- Social Security Insurance
- Spouse's recent check stubs
- Student Loans
- Unemployment Benefits
- WIC booklet showing child's name
- Other: Describe \_\_\_\_\_

**If you are not a US citizen you must provide documentation showing you are designated one of the following;** U.S. national (includes natives of American Samoa or Swain's Island), U.S. permanent resident, Refugee with an Arrival-Departure Record, Asylum Granted, Indefinite Parole and/or Humanitarian Parole, Cuban-Haitian Entrant, Conditional Entrant (valid only if issued before April 1, 1980).

**If you are under the age of 24**, unmarried and with no dependents you are still considered a dependent of your parents and must provide documentation of family income. If you want to be considered an independent student, you must provide us with proof that your parent(s) did not declare you as a dependent on their income tax in 2010 and are not declaring you this year (2011) **and** you must have proof that you have applied for Federal Financial Aid and be determined "Independent by Professional Judgment" (form available at Enrollment Services).

**Please sign below to verify that you agree to the conditions and responsibilities of these awards and that you assume responsibility for knowing Lansing Community College policies.**

I am returning to school and am seeking services and financial aid through the Women's Resource Center/ Returning Adult Program (WRC/RAP), Lansing Community College.

If I am eligible for the **Single Parent, Displaced Homemaker, Non-Traditional Career, and Special Populations Grant (SPops Grant)**, I understand that this grant provides funding for occupational education students only and that this grant is for students who are pursuing or have intent and commitment to pursue an occupational curriculum.

If I am awarded tuition assistance from the **Women's Resource Center Foundation Grant (WRC Grant)**, I authorize the WRC/RAP at Lansing Community College to provide to the donors the amount of my award, my residency status, the specific courses, grades, completion of certificate or degree and the number of credits which were paid for by this grant. No identifying information (such as name, address, student number, etc.) will be released.

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, providing invalid or incomplete income information or documentation, or being in non-compliance with program requirements may make me ineligible or financially responsible for tuition and fee payments made on my behalf by the State of Michigan or donors to the **WRC Grant**. I also understand that I must reside in the State of Michigan to receive this funding.

In addition, I give permission to the WRC/RAP at Lansing Community College to have access to my enrollment records, skill level scores, academic progress and grade information. I understand that grants are based on need. If I receive the Pell grant or other grants, I might not receive tuition, textbooks, or transportation from these grant.

I understand that if this application is not completely filled out with income proof and custody documentation attached by the deadline, I will be ineligible. Completed applications must be returned to the WRC/RAP by the semester deadline for eligibility determination.

I understand that funds for the **SPops Grant** and the **WRC Grant** are limited and may not be available in subsequent semesters.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Return application to:

LANSING COMMUNITY COLLEGE  
Support Services  
Room 204  
Gannon Building  
422 N. Washington Square  
Lansing MI 48933

OR

Mail Application to:

WRC/RAP - 1130  
Lansing Community College  
P.O. Box 40010  
Lansing, MI 48901-7210  
Call to verify receipt

OR

Fax applications to:

WRC/RAP  
517-483-1970  
Include your full name.  
Call to verify receipt.