



2007 – 2008 FINANCIAL AID APPLICATION PROCEDURES AND REQUEST FORM

The Richland College (RLC) financial aid program for Continuing Education (CE) is designed to assist students whose family or personal circumstances make financial assistance necessary to meet tuition expenses. The Texas Public Education Grant program (TPEG – CE) is available for eligible students enrolling in career or occupational related courses. For course information call the Continuing Education Division at (972) 238-6144. Funding matches prior year enrollment in Continuing Education and is thus limited.

TPEG grants are awarded on the basis of financial need. RLC adheres to the "federal financial need formula" to determine a student's financial need. This "formula" is used to determine the difference between the student's cost of attendance and the Expected Family Contribution (EFC). The EFC is derived from the Student/spouse or student/parent information reported on the Free Application for Federal Student Aid (FAFSA). RLC uses an approved federal calculation software program, which calculates the EFC. **The award maximum is \$500 per semester for the academic year September 1, 2007 through August 30, 2008.**

Students are required to reapply annually for TPEG. Award periods cover an award year, which includes the fall, spring, and summer semesters or terms. If students are currently enrolled in credit courses, admitted under a degree-seeking program and/or the students are eligible for Title IV funding (Pell grant, SEOG grant, etc.), financial aid must be processed for the credit courses first and the student **MAY NOT** be eligible for Continuing Education funding.

RLC students interested in applying for the TPEG Grant program are required to undertake the following steps:

1. **Students must complete a RLC Continuing Education Admissions/Registration application.** Continuing Education is located in Thunderduck Hall, room T160.
2. Complete, a Free Application for Federal Student Aid (FAFSA). Your previous year's tax return (for the 2007-2008 school year, the 2006 tax return is needed) must be used to answer the income questions.
3. Signed copies of the student's 2006 tax return. If parent or spouse information was required on the FAFSA, parent's or spouse's 2006 tax return must be submitted also.
4. Sign and submit this application procedures and request form to the Financial Aid Office.
5. Provide other documentation, as required from the FAFSA review (Citizenship, income, household clarification, etc).

Applicants must have a complete and accurate file four (4) weeks prior to the beginning of class for the Financial Aid Office (FAO) to have enough time to make the award. The FAO **cannot** guarantee available funding for students who fail to meet this timeframe. "Complete and Accurate" means the FAO has a file that is free of conflict.

Students will be mailed a postcard with TPEG CE eligibility information once processing has been completed (award amounts are normally up to \$500 per semester). This award card must be delivered to the CE Registration staff for payment of tuition. **TPEG CE funds can be used to pay for "Board Approved" tuition expenses only.** Students may be reimbursed for tuition expenses already paid to the College. Students must complete all CE courses from one semester to receive TPEG CE funds for a subsequent semester. Students, who received a TPEG CE grant in a previous award year, must have completed the last classes paid by TPEG CE.

Please print and sign your name below to indicate your request to be considered for a 2007-2008 TPEG CE grant and to acknowledge that you have read and understand the application requirements and procedures:

I further certify that I am not in default of a federal student loan.

Print Name

Signature

SSN/ID

Date



TPEG APPLICATION 2007-2008

Last, First **Student ID #**

E-Mail **Phone**

Address

City

State **Zip**

Phone

Birthdate

Citizenship- U.S. Citizen Eligible Noncitizen Not Citizen/Eligible Noncitizen

Alien Registration Number

Marital Status **Single**

Married **Date**

Separated/Divorced **Date**

State of Legal Residence

Resident since 01/01/2002 **YES** **NO**

Date of Legal Residence
Month **Year**



Selective Service Registration Number

1. Under HB 2061, enacted by the 75th Texas State Legislature, if you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are ineligible to receive funds from the State of Texas, including scholarship monies.
2. Almost all males U.S. citizens, and male aliens living in the U.S., who are 18 through 25 years of age, are required to register with Selective Service. Some non-citizens are required to register and others are not. Non-citizens not required to register include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission and their families. Almost all other male non-citizens are required to register, including illegal aliens, legal permanent residents, and refugees.
3. If you are not registered as required, you are presently not eligible to receive scholarship funds and should register promptly at a United States Post Office. A Certificate of Mailing may be obtained from the Post Office at such time that you mail your registration and may be used as proof of you application until you receive your Selective Service Registration card.
4. A false statement may be grounds for your scholarship to be suspended.
5. I understand that under HB 2061, enacted by the 75th Texas Legislature, I must be registered with the Selective Service System according to the requirements of federal law in order to receive funds from the State of Texas. I further certify that the information provided on this form is true, complete, and correct to the best of my knowledge. I understand that any false statements may void my eligibility for scholarship funds and that the information provided on this form will be used only for evaluation or eligibility for scholarship funds.

Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (grants, loans, and/or work-study)?

Drug Conviction YES NO

A federal law suspends eligibility for some students with drug convictions. Count only federal or state convictions for the possession or sale of illegal drugs if the of the offense occurred during a period of enrollment for which you were receiving federal student aid (grants, loans, and/or work-study). Do not count convictions that have been removed from you record, or occurred before you turned age 18, unless you were tried as an adult. If you answer “Yes”, you can use an interactive work-sheet when completing the FAFSA online, or you can print a worksheet at www.fafsa.ed.gov/q31wksht78.pdf. Based on your answers to the worksheet questions, you can determine if the conviction affects your eligibility for federal student aid.



Student Income Tax Form

Tax Return Filed **Already Completed** **Will File** **Not going to file**

Tax Return Type Used **1040** **1040A** **1040EZ**

Eligible for 1040A/EZ **YES** **NO**

Adjust Gross Income
(1040-line37; 1040A-line 21, 1040EZ-line 4)

Total Income Tax Paid
(1040-line 57; 140A-line 35; 1040EZ-line 11)

Exemptions
(1040-line6d or 1040A-line 6d)

Total Student Income

Total Spouse Income

Total Worksheet A *(See page 4)

Total Worksheet B *(See page 4)

Total Worksheet C *(See page 4)

Total Cash Balance

Investment Net Worth

Bus/Farm Net Worth

Veteran's Benefit Mo **YES** **NO**

Veteran's Benefit Amt



WORKSHEET A

Earned income credit from IRS Form 1040---66a; 1040A---line40a; or 1040EZ---line 8a.

Additional child tax credit from IRS Form 1040---line68 or 1040A---line 41.

Welfare benefits, including Temporary Assistance for Needy Families (TANF). Don't include food stamps or subsidized housing.

Social Security benefits received, for all household members as reported in question 90 (or 66 for your parents), that were not taxed (such as SSI). Report benefits paid to parents in the Parents column, and benefits paid directly to student (or spouse)in the Student/Spouse column.

WORKSHEET B

Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D,E,F,G,H and S

IRA deductions and payments to self-employment SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040---line 28 + line 32, or 1040A---line 17

Child support received for all children. Don't include foster care or adoption payments.

Tax exempt interest income from IRS Form 1040---line 8b or 1040A---line 8b

Foreign income exclusion from IRS Form 2555---line 45 or 2555EZ---line 18

Untaxed portions of IRA distributions from IRS Form 1040---line (15a minus 15b) or 1040A---lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.

Untaxed portions of pensions from IRS Form 1040---lines (16a minus 16b) or 1040A---lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.

Credit for federal tax on special fuels from IRS Form 4136---line 20 (nonfarmers only)

Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits)

Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances

Other untaxed income not reported elsewhere on Worksheet A and B, such as workers' compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc.

Tax filers only: report combat pay not included in AGI (FASA questions 35 and 79)Don't include student aid, Workforce Investment Act educational benefits, combat pay if you are not a tax filer, or benefits from flexible spending arrangements (e.g., cafeteria plans).

Money received, or paid on your behalf (e.g.,bills), not reported elsewhere on this form

WORKSHEET C

Education credits (hope and Lifetime Learning tax credits) from IRS Form 1040---line 50 or 1040A---line 31

Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in questions 90 (or question 66 for your parents).



Born Before 01/01/1983 **YES** **NO**

Masters/Doctorate Program **YES** **NO**

Is Student Married? **YES** **NO**

Have children you support **YES** **NO**

Has Other Dependents **YES** **NO**

Orphan/Ward of Court **YES** **NO**

Currently Active Duty Military **YES** **NO**

U.S. Veteran **YES** **NO**

If you answered YES to **any** question above, please list the names of ALL family members in your home that you will be supporting from July 1, 2007 to June 30, 2008, and the college they will be attending, if applicable.

If you answered NO to **all** of the questions above, include your parents and list the names of ALL family members in your parents' home that your parents will be supporting from July 1, 2007 to June 30, 2008. List the college they will be attending, if applicable.

Name (first and last) Student will always be listed in place # 1	Age	Relationship to you	If this person will attend college at least half time for the 2007- 2008 academic year, the name of the college, the city & state where it is located.
1.		Self (Student)	
2.			
3.			
4.			
5.			
6.			
7.			



Received Supp. Security Income	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Received Food Stamps	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Received Lunch Benefits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Received TANF Benefits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Received WIC Benefits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



Parent Income Tax Form

Tax Return Filed **Already Completed** **Will File** **Not going to file**

Tax Return Type Used **1040** **1040A** **1040EZ**

Eligible for 1040A/EZ **YES** **NO**

Adjust Gross Income
(1040-line 37; 1040A-line 21, 1040EZ-line 4)

Total Income Tax Paid
(1040-line 57; 140A-line 35; 1040EZ-line 11)

Exemptions
(1040-line 6d or 1040A-line 6d)

Total Father Income

Total Mother Income

Total Worksheet A *(See page 4)

Total Worksheet B *(See page 4)

Total Worksheet C *(See page 4)

Total Cash Balance

Investment Net Worth

Bus/Farm Net Worth



Student Number in Household		<input type="text"/>
Student Number in College		<input type="text"/>
Received Supp. Security Income	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received Food Stamps	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received Lunch Benefits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received TANF Benefits	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Received WIC Benefits	Yes <input type="checkbox"/>	No <input type="checkbox"/>



	School Code	Housing Plans (Off-campus or with parent)
Code 1	<input type="text" value="008504"/>	<input type="text"/>
Code 2	<input type="text"/>	<input type="text"/>
Code 3	<input type="text"/>	<input type="text"/>
Code 4	<input type="text"/>	<input type="text"/>
Code 5	<input type="text"/>	<input type="text"/>
Code 6	<input type="text"/>	<input type="text"/>

Date Form Completed

Signed By
