Tuition Assistance Information Packet
Wor-Wic Community College offers the “36 Hour MVA Driver Education Course” at a reduced tuition rate for eligible students. Application instructions and criteria for eligibility are noted below. Award of financial assistance is contingent upon the availability of funds and space available in the course.

Eligibility

1. Student must be a legal resident of Wicomico, Worcester or Somerset County.
2. Student must be 16 years of age or older at time of registration.
3. Student must demonstrate financial need:
   - For students under 21 years of age at time of registration, please submit the most recent, signed Federal Income Tax Return for yourself and your parents (or the person who carries you as a dependent on their current Federal Income Tax Return).
   - For students 21 years of age and older at time of registration, please submit your most recent, signed Federal Income Tax Return.
   - For students, parents and/or guardians who did not file taxes for the current federal income tax year, a letter of non-filing from the Internal Revenue Service is required.

Expectations of Students Receiving Reduced Tuition

1. Pay any portion of the tuition and fees not covered by tuition assistance at the time of registration. (Note: Due to limited tuition assistance funds, students who are awarded assistance are required to register for a driver education course within 30 days of tuition assistance approval).
2. Attend and participate in all classroom sessions and complete the required 6-hours behind the wheel with qualified instructor.

Regulations

1. Tuition assistance is limited to first-time students in the Driver Education program.
2. Tuition assistance is limited to up $250 per student.
3. Students must not have an outstanding financial balance at Wor-Wic Community College.

Application Instructions

1. Complete the attached Application for Tuition Assistance.
2. Send completed application with required financial documentation to:
   Denean Jones-Ward
   Continuing Education and Workforce Development Division
   Wor-Wic Community College, FOH 102
   32000 Campus Drive
   Salisbury, MD 21804
3. College must receive completed application at least 2 weeks prior to the start date of the course (see chart below).
4. Student will be contacted in writing as soon as college personnel make a decision regarding tuition assistance.
## Tuition Assistance Deadlines & Course Schedule

### Fall 2018

<table>
<thead>
<tr>
<th>Course #</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Tuition Assistance Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZDRV-001-0124</td>
<td>Monday - Friday</td>
<td>5:30 pm – 8:45 pm</td>
<td>09/10/2018 – 09/21/2018</td>
<td>08/27/2018</td>
</tr>
<tr>
<td>ZDRV-001-0125</td>
<td>Monday - Friday</td>
<td>5:30 pm – 8:45 pm</td>
<td>10/01/2018 – 10/12/2018</td>
<td>09/17/2018</td>
</tr>
<tr>
<td>ZDRV-001-0126</td>
<td>Monday - Friday</td>
<td>5:30 pm – 8:45 pm</td>
<td>10/22/2018 – 11/02/2018</td>
<td>10/08/2018</td>
</tr>
<tr>
<td>ZDRV-001-0127</td>
<td>Monday - Friday</td>
<td>5:30 pm – 8:45 pm</td>
<td>11/05/2018 – 11/16/2018</td>
<td>10/22/2018</td>
</tr>
<tr>
<td>ZDRV-001-0128</td>
<td>Monday - Friday</td>
<td>5:30 pm – 8:45 pm</td>
<td>12/03/2018 – 12/14/2018</td>
<td>11/19/2018</td>
</tr>
</tbody>
</table>
Thank you for considering Wor-Wic Community College for your training needs. Please complete the application below and submit all required documents in order to determine your eligibility for tuition assistance for the 36-Hour MVA Driver Education Course.

Today’s Date: ________________ Desired Course #: ZDRV-001-______________

Student Name: (First)_______________ (MI)__________ (Last)____________________

Home Address: _____________________________________________________________

Home Phone: ___________________ Mobile Phone: ___________________ Other: ___________

Email Address: ______________________________________________________________

Social Security Number: _________________________ Date of Birth: ________________

List all immediate family members in your household (attach additional pages if necessary):

Name: _________________________________________ Age: ________ Relationship: _________

Name: _________________________________________ Age: ________ Relationship: _________

Name: _________________________________________ Age: ________ Relationship: _________

Name: _________________________________________ Age: ________ Relationship: _________

Name: _________________________________________ Age: ________ Relationship: _________

Name: _________________________________________ Age: ________ Relationship: _________

Please attach the following items to your application:

____ A copy of your 2017 tax return (1040, 1040A, or 1040EZ) or 2017 tax return transcripts from the IRS. If you did not file taxes in 2017 you may submit a verification of non-filing status letter from the IRS.

____ A copy of your parent or guardian’s 2017 tax return (1040, 1040A, or 1040EZ) or 2017 tax return transcripts from the IRS. If they did not file taxes in 2017 they may provide a verification of non-filing status letter from the IRS.

Tax return transcripts and verification of non-filing status letters can be requested online by visiting the IRS website at www.irs.gov and clicking on “Get Your Tax Record.” Using the IRS’ website, you can choose to get the transcript online or by mail. If you chose to request the transcript online, you will need to create an account if you have not done so already. A tax transcript can also be sent by mail at the request of the taxpayer by calling 1-800-908-9946. Please allow up to ten business days to receive the documents by mail.

If you are not able to request the documents online, an appointment can be scheduled at your local IRS office by calling 1-844-545-5640. The IRS does not provide this on a walk-in basis.
Driver Education
Application for Tuition Assistance
Summer/Fall 2018

Please do not submit original tax documents for duplication. Only submit the forms requested above. No other tax documents (including federal tax schedules, forms, and state tax documents) will be accepted. Documents submitted in error will be securely destroyed.

The application and all required documents must be submitted at least 2 weeks prior to the course start date. Missing documents or incomplete forms may delay your application or disqualify you from receiving assistance.

I certify that the information provided in this application is accurate. I am aware that in addition to the classroom sessions I am required to complete six hours of Behind the Wheel Training (BTW). If I do not complete the mandatory BTW hours any scholarship funds that I have been awarded may be cancelled and I will become responsible for payment of the balance in full. I acknowledge that I am not eligible to receive a Wor-Wic employee tuition waiver as outlined in the college Policy and Procedure Manual.

Student signature: _____________________________ Date: ______________________

For office use only:

Application Review Checklist:

_____ I have reviewed the application to confirm completion in its entirety. Any unneeded tax documents have been returned to the student or have been securely disposed of.

_____ I have received a copy of the learner’s permit.

_____ I have confirmed that this student does not have a prior balance owed at Wor-Wic.

_____ I have confirmed that this student has not enrolled in the driver’s education course previously.

Packet received by: _____________________________ Date: ______________________

Eligibility Determination:

Approved: ____ Yes _____ No

Eligible Amount: $__________

Course # ZDRV 001 ________

Attachments:

_____ Financial Assistance Eligibility Calculation

_____ Copy of award letter OR ineligibility notification

Processed by: _____________________________ Date: ______________________