Intro Block

Continuing Education Grant

Application SPRING 2016

General Information

PLEASE READ THE INSTRUCTIONS CAREFULLY AS REVIEW OF YOUR
APPLICATION IS HIGHLY
DEPENDENT ON COMPLETE AND ACCURATE ANSWERS.

**This is the application for the Continuing Education Grant for the SPRING
2016 term ONLY.**
If you are interested in applying for SUMMER 2016, the application will be
available in early March.

Your responses are confidential and will be used to determine your eligibility for
the Continuing Education grant. Please note that the application must be
completed in one sitting. You cannot return to complete a partial application.
Your financial information must be accurate at the time you apply for the
grant. If any information that you provide in the Grant application changes after
you submit your application, please contact the grant coordinator as soon as
possible.

CE Grant Deadline Dates
Fall semester – July 1
Spring semester – November 1
Admission Information

***In order to be considered for the CE Grant you must also apply for admission to UW-Madison. If you are applying as a special (nondegree) student, please apply by the deadline date listed above, if possible. If you are applying as an undergraduate or graduate student please apply by posted deadlines. If you are past the deadline to apply for admission, you may contact the appropriate admissions office to find out if your application could still be considered. Please see the webpage below for admission application information:

CE Grant application Information

(READ THIS SECTION BEFORE COMPLETING THE APPLICATION)

If you have the necessary information gathered, you should be able to complete the application in approximately 30 minutes. The information you will need to complete the CE Grant application includes:

– Educational history (include your academic goals to include area of study and why chosen, as well as your degree goals)
– Adjusted Gross Income for the past year
– Anticipated Gross Income for the next year
– Average monthly expenses (PLEASE BE SPECIFIC RE: FINANCIALS as one of the main criteria for the grant is financial need)
– Explanation of break in education (applicants should have at least a 5 year recent break)
– Personal statement including the challenges and opportunities you face as a student, and why you feel you should receive a grant. Your statement should be thorough and include: your SPECIFIC academic and career goals; your family, campus and/or community involvement; background of accomplishments and other life activities; other factors you feel the committee should know about you.
– Statement of financial circumstances: challenges you face as a single-parent, returning adult, or other nontraditional student.
This is an important section for the review process. PLEASE PROVIDE A DETAILED APPLICATION AND DETAILED STATEMENT(S) FOR FULL CONSIDERATION.

Requirements for application consideration:
1. Compelling financial need
2. Planning to enroll for ONE course for LESS than half time status in the semester of the award (summer term is max of 3 credits)—
   PLEASE SEE MAXIMUM # OF CREDITS PER STUDENT CLASSIFICATION.
3. Educational break (5 years or more. If less than 5 year recent break, please contact the Grant Coordinator before applying)
4. CLEAR educational goals (strong priority given to applicants pursuing completion of a degree in a particular area of study)

BEFORE APPLYING, please visit our web page at: http://continuingstudies.wisc.edu/advising/ce-grant.htm for more eligibility information.

Only credit classes AT UW MADISON are eligible. The Grant covers only IN-STATE tuition. Non-resident tuition portion is the responsibility of the student, if classified as a non-resident for tuition purposes. International students who are required to enroll full-time are NOT eligible for the Grant.

Office of Student Financial Aid: http://www.finaid.wisc.edu/ (for additional information re: financial aid and definition of half time status.)

For assistance with this form, contact UW–Madison Adult Career & Special Student Services at 608–263–6960 or via e-mail at advising@dcs.wisc.edu

I have read and understand the instructions above. I
I have confirmed that I meet ALL eligibility requirements (Type YOUR NAME: e.g. John Smith. Use upper case for first letter in first and last name) *required

I plan to enroll in only ONE course during the term of the Grant *required

- Yes
- No

Block 1

First Name: *required

Middle Name:

Last Name: *required

Street Address: *required
City: *required

State: *required

ZIP: *required

Night-time Phone number: *required
Please use the format (XXX) XXX-XXXX

Day-time Phone number: *required
Please use the format (XXX) XXX-XXXX

E-mail address: *required
Date of Birth: *required
Important: Please use the format month/day/year (01/01/1980)

Gender: *required
- Male
- Female

Heritage Codes: optional
- African American
- Asian Pacific Islander
- American Indian
- Hispanic
- White
- Other, please specify

Citizen Status: *required
- U.S. Citizen
- Non-citizen Permanent Resident
- Refugee
- Non US Citizen holding non-immigrant visa (e.g. F, J, H). (Full time international students are not eligible for the Grant)

Wisconsin resident? *required
Definition of resident for tuition purposes according to Wisconsin Statute
Are you a previous Continuing Education Grant Recipient? (The Grant can only be awarded a maximum of two times.) *required

- Yes
- No

Past Educational Experience

Name of High School (or equivalent) *required
This includes secondary school, GED, etc.

Year of High School Completion *required
Please enter four-digit year (e.g., 2006)

Name of Associate Degree Institution
If applicable—leave blank if it does not pertain to you.
Year of Associate Degree Completion (If applicable--leave blank if it does not pertain to you.)
Please enter four-digit year (e.g., 2006)

Name of Undergraduate Degree Institution
If applicable--leave blank if it does not pertain to you.

Year of Undergraduate Degree Completion (If applicable--leave blank if it does not pertain to you.)
Please enter four-digit year (e.g., 2006)

Name of Graduate/Professional Degree Institution
If applicable--leave blank if it does not pertain to you.

Year of Graduate/Professional Degree Completion (If applicable--leave blank if it does not pertain to you.)
Please enter four-digit year (e.g., 2006)

Will you be attending another institution in addition to UW Madison during the term for which you are applying for the CE Grant? If so, indicate name of institution and number of credits you plan to enroll at that institution.
Please also indicate what type of credits you plan to take at the other institution.

If you do not have an undergraduate (bachelor's) degree but have earned college credits, please list it below. List the name of the institution and dates of attendance, number of college credits taken, as well as the educational purpose (degree goal, etc.)

If you do not have any previous college credits, please indicate this. Others may indicate N/A if you already have earned a bachelor's degree.

Current/most recent GPA: *required
Please convert your GPA to a four-point scale. (e.g. 4.0) If you do not have a college GPA, please write "None."

Have you experienced a significant break in your education? *required (Please be aware that strong priority is given to those who have a recent five year break or more. Your application will typically not be considered if you have a break of less than 4 years)

Yes
Please indicate how many years of a break you experienced? (Please contact the CE Grant Coordinator with questions re: break and eligibility, if under 5 years) *required
Important: Please enter ONE NUMBER value (e.g. 5) ONLY. Do NOT include Text or explanation here.

Please indicate dates of the break, explain the reasons for the break, and your preparedness to resume your education now. *required

UW–Madison Admission Status *required
Have you applied for Admission to UW Madison? (In order to be considered for the CE Grant you MUST also apply for admission to UW–Madison. If you are applying as a special (non–degree) student, please apply by the CE Grant deadline date. If you are applying as an undergraduate or graduate student, please apply by posted degree program deadlines. If you are past the deadline to apply for admission, you may contact the appropriate admissions office to find out if your application could still be considered.

Please see the following webpage for admission application information: http://continuingstudies.wisc.edu/advising/

○ Yes
○ No

If you have applied for admission or have previously applied or enrolled at UW Madison, please provide your 10 digit Campus ID number. This it NOT your
application ID #. Do NOT include a social security number in its place. Otherwise leave blank but note that you must apply before your application will be considered.

Have you been admitted to UW–Madison? *required

- Yes
- No

I am admitted or applying as a:: *required

- Continuing UW–Madison degree student (Graduate, Professional, or Undergraduate)

- Newly admitted UW–Madison degree student (Graduate, Professional, or Undergraduate)

- Non–degree student (Special student)

Block 2

Current Student Status during term of Grant: *required

- Special
- Undergraduate
- Graduate
- Professional

Academic Goal:
Immediate Degree sought
(e.g. BS, BA, MBA, MS, PhD, Capstone)

Program of Study

Anticipated Degree or Certificate completion Date: *required
Please specify semester and year (e.g., Fall 2017) of your anticipated degree or completion date (this corresponds to your immediate degree/certificate goal only).

Credit Load

For each of the terms listed below, please indicate your anticipated UW–Madison CREDIT load in the upcoming academic year. Please do not include a range. Estimate if necessary. Remember that eligibility requires that you enroll in NO MORE THAN ONE CLASS during the term of the Grant.

IMPORTANT: Maximum allowed credit loads for the grant are as follows:
---Graduate students: ONE class, up to 3 credits in fall, spring or summer
---Undergraduate & Special students: ONE class, up to 3 credits in summer and 5 credits in fall or spring.
---Each class title/course number is considered to be a separate class.
Courses which are offered as separate lecture and lab (e.g. Zoology 101 and 102) are separate classes. Only one course is allowed during the term of the Grant. (Note: ONE course maximum: may NOT take additional courses beyond the one course limit and pay for those yourself.)

Spring 2016 (e.g. 5 credits)
Summer 2016 (e.g. 3 credits)

Fall 2016 (e.g. 5 credits)

Marital Status: *required

- Single
- Married
- Separated

Do you have dependent children?

- Yes
- No

Ages of children (list your dependents only):

Child 1
Child 2
Child 3
Child 4
Financial Information

Please note that your financial information must be accurate at the time you apply.

If something changes with your situation after submitting the Grant application, please contact the grant coordinator as soon as possible. Also, please note if you are currently unemployed, you must also explain your current living situation (i.e., moved back with parents, living with friends, looking for work, etc.) in the section about extraordinary financial circumstances.

Are you the Head of Household according to the IRS definition? *required

IRS Definition of Head of Household

☐ Yes
☐ No

Your GROSS (Total) Income on IRS Form from last tax year (this should be your combined family income): *required

Line 22 on the IRS 1040 form or refer to your W-2 box #1 Wages and other compensation (Please indicate dollar value only. e.g. 30000 Do NOT enter cents. No Text—do NOT enter additional information here.

Adjusted Gross Income (AGI) from Line 37 on IRS 1040 form)
Anticipated Gross (Total) Income for next year: *required (Do NOT enter cents. Use dollar value only.)

Anticipated AGI for next year

Please list and identify any untaxed income (AFDC, child support, etc.). Please indicate "none" or "N/A" if not applicable. *required

Total Cash and Savings (dollar value only): *required

Please explain any dollar amount over $3,000 in cash and savings and whether you have access to these funds for tuition or other expenses.

Please list and identify other financial resources for education (scholarships, employer reimbursement, GI Bill, DVR, etc.). Please indicate "none" or "N/A" if
You must also indicate if you expect to receive any funding during the term for which you are applying for the CE Grant and if so, indicate type of funding and the amount you expect to receive. Note: The CE Grant pays for in-state tuition only. If you receive funding which pays your tuition, the grant will typically not apply. Please contact Grant coordinator with questions. If you receive additional funding after submission of the CE Grant application, you must notify the CE Grant Coordinator.

**NOTE:** FOR STUDENTS IN A DEGREE PROGRAM OR THOSE WHO WILL BE ADMITTED TO DEGREE PROGRAM AND PLAN TO ENROLL HALF TIME OR MORE IN FUTURE TERM(S), PLEASE CONSIDER APPLYING FOR A [DCS SCHOLARSHIP](http://continuingstudies.wisc.edu/advising/nontrad-scholars.htm).

Both full and part-time students may be eligible. Deadline is March 1 each year for academic year (fall–spring) funds.

**Average Monthly Expenses (dollar value only. DO NOT USE COMMAS OR CENTS.):**

*required

Please include the average amount you spend on housing, transportation, healthcare, dental, child care, education, other major expenses, etc.

Please provide a TOTAL (dollar amount) only in this response.

**Financial Statement: IMPORTANT:**

**FIRST, PLEASE BREAK DOWN BY CATEGORY YOUR MAJOR MONTHLY EXPENSES** you included in the TOTAL in the previous question (Average Monthly Expenses).

**NEXT, please ALSO EXPLAIN IN DETAIL** your FINANCIAL circumstances leading to your request for assistance with educational expenses, particularly any recent unemployment, large medical/dental debt, education debt, etc.

Also, please note if you are currently unemployed and/or are not receiving any income. Please also explain your current living situation (i.e., moved back with
parents, living with friends, looking for work, etc.) in this section. *required

NOTE: IF YOUR COMBINED FAMILY INCOME IS $60,000 OR GREATER, PLEASE SPECIFICALLY EXPLAIN YOUR FINANCIAL NEED IN RELATION TO YOUR EARNINGS, DEBTS, & OTHER OBLIGATIONS.

PLEASE BE SPECIFIC AND COMPLETE IN YOUR STATEMENT – The Grant is competitive! (Note: this is SEPARATE from your personal/educational statement.) The more detail you provide us regarding your financial situation will best aid the committee in determining your financial need:

Employment: Please list your last 3–5 job titles, date of employment, and employer. Please use the following format:

Receptionist, Sep 94- Feb 97, Dean Clinic.
Unemployed, Feb 97-Jan 98, Not Applicable.
Insurance Agent, Jan 98-May 03, American Family Insurance.
Homemaker and stay at home parent, May 03-Sept 08, Self.
Special Education aide, Sept 08-May 09, Madison School District.

Please indicate "none" or "N/A" if not applicable. *required
Personal Statement: (academic/educational; career goals) *
required

Please outline ADDITIONAL challenges (OUTSIDE OF financial need that you indicated previously in your application in your Financial statement essay) and opportunities you face as a student, and why you feel you should receive the Grant. Your statement should include: your SPECIFIC ACADEMIC and CAREER goals (including what course you plan to take and how it fits with your degree plans and why you are interested in a particular program of study); explanation of educational break; explanation of your readiness to return to school; your family, campus and/or community involvement; challenges you face as a single-parent, returning adult, or other nontraditional student; support systems you have in place, etc. This is an important section for the review process. Please provide a DETAILED statement for full consideration. The equivalent of a 1–3 page statement will usually suffice. Note: the CE Grant is competitive and heavily based on degree goals and financial need.

If you have had to withdraw from university courses within the past two years due to a medical leave of absence, being dropped from your academic institution, etc., we encourage you to submit a statement of support from someone, such as a professor, academic advisor, counselor, physician, etc.,
stating that they feel you are ready to return to school. If you are submitting such a statement please have the recommender mail it directly to the:

CE Grant Coordinator  
Adult Career & Special Student Services  
Division of Continuing Studies  
21 N. Park Street, Suite 7101  
Madison, WI 53715  
Email: advising@dcs.wisc.edu

Is a letter of support being sent on your behalf? (Letters are optional and not required)

○ Yes  
○ No  
○ Not applicable

How did you hear about the Continuing Education Grant?

○ Newspaper Advertising  
○ Email Message  
○ Listserv  
○ Poster  
○ Word of mouth  
○ Other, please specify:

I certify that the information I have provided on this application is true, correct, and complete and that I am not delinquent in the payment of court ordered child support and/or maintenance. If granted assistance, I understand that the funds will only cover tuition at UW–Madison, up to the predetermined credit maximum. I authorize the reviewing committee to obtain additional information concerning my educational program and financial record to complete the processing of this application. I further authorize the release of information on this application to
parties involved in the determination of my eligibility and qualifications. If granted assistance, I agree to write a letter of appreciation to donors. *required

Please type your name (e.g. John Smith) below to indicate your agreement with the above statement.

I agree