

**Application Packet**

**Central Carolina Technical College**

**TRIO Student Support Services**

**506 N. Guignard Drive**

**Sumter, SC 29150-2499**

**Telephone: 803.778.7844**

****

*FUNDED 100% BY THE U.S. DEPARTMENT OF EDUCATION*

*Total five-year cycle of Federal Funding: $1,254,356.00.*

*Number of students served per year of funding: 165.*

Revised 01/2021 CCS

APPLICATION CHECKLIST

**To expedite the selection process, please make sure to complete and attach the following**

**􀂉 A copy of your parent or guardian’s most recent federal income tax form or your tax return.**

**NOTE: W-2 FORMS ARE NOT ACCEPTABLE.**

A printout from the Social Security Administration or the Department of Social Services is

acceptable as income verification, if the family’s sole income is social security or AFDC benefits.

***OR***

**If your parent or guardian’s federal income tax form is not available, a detailed copy of your Student Aid Report (S.A.R) will be required.**

**NOTE: This document can be found on the FAFSA website. (www.fafsa.edu.gov)**

**􀂉 A current CCTC Semester Schedule**

**􀂉 Appropriate signatures as indicated on all forms.**

**NOTE**: To be considered for Student Support Services, the entire application packet must be completed.

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**Director……………………….………..803.774.3331**

**Assistant Director….………………...803.778.6631**

**Transfer Counselor…………………..803.778.7834**

**Administrative Specialist…………....803.778.7844**

**Central Carolina Technical College**

**Student Support Services**

506 N. Guignard Drive

Sumter, SC 29150-2499

T: 803.778.7844 🞟 F: 803.778.6696

***Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, age, religion, disability, or any other protected class.***

**Central Carolina Technical College**

**Student Support Services**

**For Staff Use Only:**

LI \_\_\_\_\_\_\_\_\_\_\_ LI/FG \_\_\_\_\_\_\_\_\_\_\_\_\_\_

FG \_\_\_\_\_\_\_\_\_\_ D\_\_\_\_\_\_\_\_\_\_\_\_

D/LI\_\_\_\_\_\_\_\_\_

Program Entry Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Release Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application for Admission

506 N. Guignard Drive

Sumter, SC 29150-2499

803.778.1961, ext. 444 or 803.778.7844

***Please type or print in black or blue ink.***

**PERSONAL DATA**

Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 􀂉 Male 􀂉 Female

Last First Middle (complete)

Students C Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City or Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_

Phone at local address: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permanent home phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_ Number of dependents: \_\_\_\_ College E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship: 􀂉 U. S. 􀂉 U. S. Permanent Resident Visa 􀂉 Other Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please give your permanent address, if different from the above:***

Permanent address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City or Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_

***Eligibility Status:***

Do you currently have a college degree? 􀂉 Yes 􀂉 No

Did either of your parents complete a four-year college degree? 􀂉 Yes 􀂉 No

If yes, who completed the degree? 􀂉 Mother 􀂉 Father 􀂉 Guardian

What Degree: 􀂉 Doctors 􀂉 Masters 􀂉 Bachelor 􀂉 Associate

Do you have a documented disability? 􀂉 Yes 􀂉 No

***Note: If you disclose that you have a disability, documentation will be required to process this application.***

***Other Information:***

Ethnicity (Select One)

􀂉 Hispanic or Latino 􀂉 Not Hispanic or Latino

Race (Select one or more)

**Required if you are not Hispanic or Latino; Optional if you are Hispanic or Latino**

􀂉 Black or African American 􀂉 Mexican American, Chicano

􀂉 American Indian 􀂉 Native Hawaiian

􀂉 Asian American 􀂉 Puerto Rican

􀂉 Asia (Indian Subcontinent) 􀂉 White or Caucasian

􀂉 Hispanic, Latino 􀂉 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Language, if other than English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Language spoken at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear of this program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOW CAN TRIO STUDENT SUPPORT SERVICES HELP YOU?**

**GOAL PLANNING**

Please help us reduce your risk factors while we help build your resiliency. Think of your positive attributes when you set these goals. They include academic, career, educational plans, as well as time and stress management for you and your family.

1. What personal goals have you set for yourself? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What educational goals have you set for yourself? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. What are your career goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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HOW DO YOU THINK YOU WILL BENFIT FROM THE TRIO SSS PROGRAM?

􀂉 One-on-One Tutoring 􀂉 Networking Opportunities 􀂉 Financial Aid Assistance

􀂉 Transfer Assistance 􀂉 Academic/Personal/Career Counseling 􀂉 Supportive Workshops

􀂉 Leadership Training 􀂉 Financial Literacy Awareness 􀂉 Other: (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDY SKILL

1. How much time do you devote to studying each day?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Where do you study?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Where do you usually sit in the classroom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. When you do not understand something in class, what do you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. What note-taking method do you use? (Ex: outlining, charts, main concepts, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Do you use a time management tool such as a daily/weekly planner? Yes / No
7. Have you taken COL 105 (Freshman Seminar)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. How many absences have you had this semester?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Are you having trouble in a particular course(s)? Yes / No Course(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. What steps have you taken to get help? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you considering transferring to a four-year school? 􀂉 Yes 􀂉 No

If “yes” please list your choices

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Staff Signature

**Career Interest Exploration**

**Career Research Methods:** These are methods I have used to research careers.

􀂉 Interviews 􀂉Career Information

􀂉 Job shadowing 􀂉 Letters to business and professional organizations 􀂉 Books & Other references 􀂉 Internship

􀂉 Internet 􀂉 Job Fairs

**My Work Experience:** Record any jobs that resulted in the development of employable skills.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Duties of Employment | Duties Included | Skills Acquired |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

We are using O\*NET Interest Profiler as a means of learning and exploring our students career interests.

Please follow the directions to complete your interest profile.

1. In any of the TRIO SSS Computer Labs log onto the computer
2. Go to <https://www.mynextmove.org/explore/ip>
3. Follow the onscreen prompts and answer the questions
4. Print out the results and bring them back to the Assistant Director.

**Career Assessment Results**: My three highest career interest groups are: **(Based on O\*NET results)**

|  |  |
| --- | --- |
| Career Title | Corresponding Career Cluster |
| 1. |  |
| 2. |  |
| 3. |  |

**Annual Review of Career Goals:**

1. Have you researched any new careers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If so, which ones? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Are you interested in any new careers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If so, what are they? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you need to change your educational plans to match your new career interests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What changes should you make? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Has your work experience and/or academic studies influenced your career goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, How? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s Signature Date

**STOP HERE**:

A TRIO Staff Member will complete the following pages with you!

**STOP HERE**:

A TRIO Staff Member will complete these pages with you!

**Financial Aid Data**

Are you receiving financial aid? 􀂉 Yes 􀂉 No

If no, check the reason(s) 􀂉 Have not applied 􀂉Was not eligible 􀂉 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, for financial aid purposes, are you considered 􀂉 dependent 􀂉 independent?

IF DEPENDENT COMPLETE SECTION A; IF INDEPENDENT COMPLETE SECTION B

SECTION A:

Number of household members, including yourself: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents' current taxable income? (From federal income tax form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION B:

Number of household members, including yourself, spouse, and/or other dependents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current taxable income? (From federal income tax form): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Information**

When was your first semester at CCTC? Month \_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_

What program are you seeking? 􀂉 Certificate 􀂉 Diploma 􀂉 Degree

Number of course hours completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is your current academic advisor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How can Student Support Services help you? (Check as many as apply)

􀂉 Math Tutoring 􀂉 Career Planning 􀂉 Financial Aid Information

􀂉 English Tutoring 􀂉 Study Skills Instruction 􀂉 Scholarships Information

􀂉 Reading Tutoring 􀂉 Counseling 􀂉 Time Management

􀂉 Science Tutoring 􀂉 Mentoring 􀂉 Computer Technology

􀂉 Other \_\_\_\_\_\_\_\_\_\_\_

(Interview Session) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there any specialized needs or services (medical, etc.) that the program should be aware: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***I certify that the above information on this application is accurate and complete to the best of my knowledge.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's Signature Date

**TRIO STUDENT SUPPORT SERVICES (SSS) PARTICIPATION CONTRACT**

**I,**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **agree to participate in the TRIO Student Support Services Program as outlined in the requirements listed below and as discussed with the program staff.**

1. I agree to attend classes regularly. I understand that regular classroom attendance is defined by SSS program as having no more than three unexcused absences in any course during the semester.
2. Reasonable progress in coursework is the basic objective of SSS activities. If in the opinion of the SSS staff an effort to make progress has not been made, I understand this contract will be void.
3. I agree to make and attend regularly **scheduled** appointments with a member of the SSS staff. All TRIO students are asked to make at least two **scheduled** appointments per month. These appointments are primarily for the purpose of discussing academic progress and scheduling needed services. If I am unable to attend a scheduled appointment, I will call the administrative assistant and reschedule the appointment.
4. I agree to attend at least one cultural activity during each semester, if applicable. Examples of cultural activities are: art shows, concerts, academic travels, dinner theatre, and personal growth workshops. I understand that my attire and behavior is governed by the policies and procedures set by the college and the SSS program.
5. I understand that attending the aforementioned activities is contingent on grades and academic standing. (A. Student will complete semester ISP with counselor, complete one workshop, one financial literacy session, and be in good standing with the college and have at least a “C” average (2.0) the prior semester to attend first college visit/cultural visit of the fall semester. B. Student will complete semester ISP and have at least one other counseling sessions with counselor, complete two workshops, and two financial literacy sessions, be in good standing with the college and have at least a “C” average (2.0) on his or her midterm grade to attend the second college visit/cultural event of the Fall semester.) Terms for the spring semester will be the same as the fall semester.
6. I agree to report participation in other cultural activities or workshops not sponsored by the SSS program to received credit in SSS. I understand that proof of participation is required.
7. I agree, if placed on academic warning, probation, or on early alert due to mid-term grades, you are to participate in **mandatory** regularly schedule study sessions and academic interventions as directed by program counselor. Example: Students who have less than a “C” on midterms are to be scheduled for mandatory tutoring in the TRIO Computer labs. If TRIO does not have a tutor that is in the field the student requires assistance, student will be directed to the Titan Learning Resource Center. If there is not a tutor in the Titan Learning Resource Center, student should discuss classwork or homework difficulties with instructor during his or her office hours.
8. I agree to participate in career exploration if required, two (2) workshops per semester, and two (2) sections from the Online Financial Literacy program. I agree to participate in individual and group testing and counseling, if requested, to determine cultural, career, educational and personal needs.
9. If in spite of my participation in all of the above requirements, I am suspended from the college for poor academic performance or behavior unbecoming of a student, my continued enrollment in the SSS program could be in jeopardy. I understand that the Program Director may recommend that a student be terminated from the program. Recommendation for readmission into the SSS program under these circumstances is totally dependent on my participation in the program, the degree of the infraction, and the availability of vacant slots.

**I understand that either TRIO SSS or I may void this contract without further obligation; however, I do understand that federal regulations may require me to participate in a follow-up study at a later date. I also understand that certain program requirements may be modified slightly during the year, but not without prior notification to program participants.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College E-Mail Address: \_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRIO SSS Staff Signature

**RELEASE AND SIGNATURE**

I agree, if accepted into Student Support Services, to participate in answering questionnaires and other appropriate and approved research projects done as part of the program's evaluation. I also agree that photographs taken during the program, papers written during the program, and similar items may be used by SSS in reports and public information materials. I further agree to allow SSS to release, for education purposes, photographs and video recordings, with or without audio, of SSS activities and projects on which I am involved.

I authorize Student Support Services to release or request information from authorized officials to include instructors to maintain my educational records. I understand that if I am accepted into SSS, I will have to comply with the rules and regulations of the program. I understand that the SSS Director has the right to dismiss any student whose behavior is incompatible with the goals and standards of SSS and Central Carolina Technical College.

I authorize the student financial aid office at Central Carolina Technical College to release my financial aid information to the Student Support Services Program at the college.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student's Signature Date

**TRIO COMPUTER/STUDY LAB PROCEDURES**

1. Remember to come in to the TRIO office to sign-in before using the Computer Lab or Study Lab and to sign out after.

2. Do not bring food into the computer lab or Study Lab.

3. Please have cell phones on vibrate. If there is a need to answer your phone or make a phone call, please do it outside of the lab.

4. If you are not actively using the computer, please sign off and remove your personal belonging so that others may use the computer.

5. Please keep noise down to a minimum and do not place feet on chairs or tables. The computer lab and Study Lab is not a place for social gatherings; it is to be used for tutoring and completing class assignments. **A limit of ten (10) pages per student can be printed in the lab.**

6**.** Computers are not to be used to play games, view Facebook or Myspace, watch video programs, or to surf the net/download any information that is deemed inappropriate for an educational environment. These are not your home computers. Instructor directed educational resources will be an exception to this and verification from instructor may be required.

***Students not adhering to computer and study lab rules, written or verbal could be subject to having his or her privilege of using the lab revoked.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**Participation Policy and Procedure**

In order to effectively serve our students, and to provide services to students who are chosen for our cohort group, the following policies and procedures have been adopted.

1. Eligible students with a completed application for services on file will meet with a counselor at least two times before moving into the cohort. (These meetings will allow for the development of a service plan and the full assessment of academic and career needs.)

2. Cohort students are required to maintain monthly contact with their counselor. The monthly contacts may include office visits, phone conversations, or electronic mail messages.

3. Each program participant must attend two workshops, or its equivalent, per semester and complete two financial literacy program sessions. Workshops may be substituted with a related video loan from the tutoring center, on-line workshops, an individual meeting with the workshop presenter, or pre-approved attendance at another college workshop.

4. Each student is required to attend one cultural event per semester.

***Failure to adhere to the above stated policies and procedures will result in denial of Academic, Career, and Educational services.***

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Student Signature Date

**STUDENT SUPPORT SERVICES - FINANCIAL AID INFORMATION FORM**

**Award Information**

**Amount of Award Amount**

Pell $ \_\_\_\_\_\_\_\_\_\_

Stafford Loan $ \_\_\_\_\_\_\_\_\_\_

Perkins Loan $ \_\_\_\_\_\_\_\_\_\_

State Based Loan $ \_\_\_\_\_\_\_\_\_\_

Employee Tuition Fee Waiver $ \_\_\_\_\_\_\_\_\_\_

SEOG $ \_\_\_\_\_\_\_\_\_\_

CWS $ \_\_\_\_\_\_\_\_\_\_

WIA $ \_\_\_\_\_\_\_\_\_\_

Grant Aid $ \_\_\_\_\_\_\_\_\_\_

Other (Specify $ \_\_\_\_\_\_\_\_\_\_

Other (Specify) $ \_\_\_\_\_\_\_\_\_\_

**TOTAL AWARD** $ \_\_\_\_\_\_\_\_\_\_

**The total established financial need for this student is:** $ \_\_\_\_\_\_\_\_\_\_

**The total established unmet financial need for this student is:** $**\_\_\_\_\_\_\_\_\_\_**

**INCOME VERIFICATION:**

This income information is documented from the student's official tax forms that are confidentially located and verified in the CCTC Financial Aid Office and it shows the annual income and family size for the above named student to be $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (income) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (family size) respectively.

(Effective **January 15, 2020** until further notice)

For family units with more than eight members, add the following amount for each additional family member: $6,720 for the 48 contiguous states, the District of Columbia and outlying jurisdictions.

The term low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

The figures shown under family income represent amounts equal to 150 percent of the family income levels established by the Census Bureau for determining poverty status. The 2020 poverty guidelines are in effect as of January 15, 2020. Federal Register notice was published

January 17, 2020.

|  |  |
| --- | --- |
| **Size of Family Unit** | **48 Contiguous States, D.C., and Outlying Jurisdictions** |
| **1** | $19,140 |
| **2** | $25,860 |
| **3** | $32,580 |
| **4** | $39,300 |
| **5** | $46,020 |
| **6** | $52,740 |
| **7** | $59,460 |
| **8** | $66,180 |

I understand that TRIO Student Support Service is a federally funded program, and that this information is subject to review by Federal authorities if the SSS program to which I have applied is audited, and I will be held responsible for the certification made by my signature. I affirm that this information is true and accurate to the best of my knowledge.

**Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Verification**

The above information was reviewed and verified by:

**TRIO Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notes**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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