

2022-2023 Student Agreement



Virginia Western Community College Educational Foundation, Inc.
3093 Colonial Ave., SW, Fishburn Hall Rm. 214, Roanoke, VA 24015

Hello Fall 2022 CCAP student,

This agreement spells out your next steps for completing your enrollment at Virginia Western Community College and maintaining your CCAP funding. Please be advised these are important program requirements, not optional. If you fail to meet these requirements, you will lose your CCAP tuition support.

We are here to answer your questions. We want to help you start your college career successfully!

Carolyn Payne

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YOUR REQUIRED NEXT STEPS:

1. **Check your email** for important and ongoing communication from the Educational Foundation and the Office of Financial Aid; do this daily throughout your career at Virginia Western.
2. **Complete the 2022-2023 FAFSA/financial aid process by July 1, 2022.**
3. **Make appointment to meet with a New Student Advisor to select program of study and classes.**
4. **Register** for fall 2022 classes.
 - Be aware that CCAP will only pay for financial aid-eligible classes in your program of study.
 - You must register for at least nine (9) credits in your program of study each semester.
 - Once registered for fall classes, you have access to your Virginia Western email address.
5. **If home-schooled or attending private school, provide your final high school official academic transcript** to the Educational Foundation by July 1, 2022. (*Public high schools provide academic transcript to the Educational Foundation.*)
6. Attend a **Discover** orientation when available through Student Services.
7. Upon receipt of final CCAP acceptance notification, you will be requested to submit an online **CSI Survey** (aka College Student Inventory). *Information will be sent to your Virginia Western email address.*

TO MAINTAIN YOUR CCAP FUNDING YOU MUST:

1. Maintain enrollment of at **least nine (9) credits** in financial-aid eligible courses through each semester and achieve a **cumulative GPA of 2.5 (2.0 GPA Roanoke City)** at the end of each semester.
2. Participate in a **service learning project** both fall and spring semesters of each year; each project must be a minimum of four (4) hours each semester. (*Check your email regularly for suggested volunteer opportunities.*)
3. **Submit the FAFSA each year** if you plan to return to Virginia Western and participate in CCAP after your first year at Virginia Western.

(Continued)

YOUR PAYMENT RESPONSIBILITIES:

1. **All books and/or course fees.** CCAP does not pay for these charges. You may apply for Educational Foundation scholarships at viriniawestern.edu/scholarships (*offered in spring for fall semester, in fall for spring semester*).
2. Payment of tuition for the following:
 - a. Any credits you enroll in that are not financial aid-eligible based on your program of study.
 - b. Any credits above the maximum of 15 program-eligible credits paid by CCAP.
 - c. Tuition and associated course fees for any class(es) you add after the published Virginia Western academic calendar date for **Last Day to Register/Add a Class** for 16-week courses or you withdraw from after the **Last Day to Drop for a Refund** for 16-week courses.
 - d. Payment of any additional charges on your student account if your financial aid information or financial aid award in any given semester, past or current, changes after the **Last Day to Drop for a Refund** for 16-week courses.

RELEASE OF INFORMATION

I authorize employees of Virginia Western Community College Educational Foundation to review my academic record to determine program eligibility.

If awarded CCAP, I hereby approve Virginia Western Community College to release my name and hometown to be included in a news release by Virginia Western or the Foundation. Furthermore, I give authorization to Virginia Western and/or the Foundation to publish photographs and/or videos of myself for promotional purposes, **unless I provide a written statement to the Foundation Office denying permission to publish photographs and/or videos of myself.**

I understand that all decisions regarding acceptance and continuing participation in CCAP is at the sole discretion of the Foundation. Virginia Western Community College is not affiliated with and does not have oversight of CCAP. Any decision regarding my participation in CCAP may be appealed to the Foundation only in accordance with the CCAP appeals process. Decisions made by Virginia Western Community College or any other organization or locality are not binding on the Foundation.

By previously submitting an application to CCAP, I acknowledge that I have read and understand the Eligibility Requirements and Program Guidelines for CCAP. Furthermore, I agree that, should I accept the offer of CCAP, I will be bound by the ongoing Program Requirements and Guidelines for CCAP as indicated above.

Virginia Western Community College Educational Foundation, Inc. (the "Foundation") is a not-for-profit Virginia non-stock corporation. The Foundation is affiliated with, but independent from, Virginia Western Community College (VWCC"). Determining eligibility and awarding of scholarships is at the sole discretion of the Foundation. VWCC, its administration and faculty work in partnership with the Foundation to provide eligibility information, but VWCC does not participate in determining applicant eligibility or awarding scholarship funds.



The Community College Access Program (CCAP) is a public/private tuition funding program offered and administered by Virginia Western Community College Educational Foundation, Inc. CCAP allows current-year high school graduates, who meet program guidelines, to receive a combination of federal/state financial aid and donor funding up to the cost of tuition. **The program covers the cost of tuition for up to three (3) years** at Virginia Western Community College for all CCAP accepted students. CCAP supports as many students as possible, based on student need and funds available for the program, but cannot guarantee acceptance to any student. **Textbooks are not included. Supply fees for courses are not included.**

CCAP Performance/Accountability Requirements

- **REQUIRED GPA** - CCAP students must maintain a minimum Virginia Western **cumulative 2.5 GPA (2.0 GPA Roanoke City)**. Students who do not maintain the minimum cumulative GPA at the end of any semester will not be eligible to receive CCAP funds during any subsequent semester.
- **MINIMUM ENROLLMENT** - Students must enroll in a **minimum of nine (9) credit hours** in a specific program of study through each semester of enrollment at VWCC. CCAP will pay for up to 15 credits if there is not sufficient financial aid to pay tuition.
- **SUMMER - CCAP will only pay tuition for eligible courses in a student's program of study.** If funding is available, CCAP will pay for up to six (6) credits during the 2023 summer semester, if the student does not have sufficient financial aid to pay tuition for 6 credits. Students who do not maintain the minimum number of credits or meet the required minimum CCAP GPA (see first bullet point above) will not be eligible to receive CCAP funds during any subsequent semester.
- **ORIENTATION** - CCAP students are required to attend a Virginia Western Discover orientation session (summer after high school graduation).
- **SERVICE LEARNING** - Students participating in CCAP will be **required** to participate in a **4-hour service learning opportunity** each semester (not summer).
- **2nd YR. CCAP ACCEPTANCE:** 1st Year CCAP students **MUST** complete a FAFSA for their second academic year. The Educational Foundation will send an email to the student's VWCC email address with deadline information later in the student's first fall semester.
- **3rd YR. CCAP ACCEPTANCE:** 2nd Year CCAP students **MUST** complete a FAFSA for their third academic year. The Educational Foundation will send an email to the student's VWCC email address with deadline information later in the student's second fall semester.

Communications

- All communications from the Foundation regarding CCAP will be sent to the student's personal email address listed on their Virginia Western student account and to their Virginia Western email address once they have enrolled in fall semester classes.
- **Students must check their email account DAILY.** Failure to check your email account will not result in the waiver of deadlines or requirements for the program.

Contact:

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