
Out of State Post Secondary School Public/Private or In-State Non-Accredited Private Schools Program Eligible for Financial Aids

Procedural checklist for DVR Staff:

- Send out the [Notification of Training Grant Cover Letter \(DVR-14662-E\)](#) with the [Responsibility Checklist for DVR Consumers Applying for a DVR Training Grant](#).
- Discuss the [administrative review](#) process and impact on the TG funding.
- Complete the [administrative review](#) process, if the student chooses to do that.
- Select the blank Electronic Version of the Training Grant Form on DVR's V Drive/Shared Server.
- Complete [Section 1 Consumer - DVR Information](#) of the TG form. Verify accuracy with the consumer.
- Have student (parent/guardian, if appropriate) sign TG form to allow for exchange of information with the school's financial aid office, academic records office and student accounts office.
 - Send the signed form to the Central Scanning Unit for attachment in IRIS.
- Complete Section 2 - Financial Aid Office Information. Enter the FAO Cost of Attendance Budget Information, Parental Contribution Required, Financial aids (all grants and scholarships) and the credits for each semester/term) using information obtained from the school or the student. **[Do not send the TG form to the school.](#)**
- Complete the # of payment box.
- Explain the TG calculations used to arrive at the TG awarded [Understanding the DVR Grant Calculator Form](#).
 - Discuss any [scholarships](#) awarded to determine if need-based or merit-based and take necessary steps.
 - Review eligibility for the exception process, Social Security offset, and additional living expenses as determined by the administrative review outcome. [Add approved exception amounts](#) to TG form.
- Type in *last date updated, DVR signature, and date signed*.
- Give the consumer a copy of the final TG.
- Identify if the school will accept a DVR Purchase Order for services.
- [Authorize](#) for tuition, books, and fees.
- If the school will not accept a Purchase Order, follow the instructions via [Direct Payment](#) steps.
- Obtain and complete appropriate verification for all support services provided.
- Obtain documentation of successful completion and attach in IRIS.

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