

Responsibility Checklist for DVR Consumers Applying for a DVR Training Grant

You are responsible for making sure that all the items listed on the checklist are completed. If you do not, it might affect your financial aid and/or your DVR Training Grant.

- Apply for federal financial aid as soon as possible after January 1. It is not necessary to file taxes to file a Free Application for Federal Student Aid (FAFSA). You can fill out a free application at <http://www.fafsa.ed.gov>.
- Apply for admission to the school(s) you are interested in attending if you are a new or transfer student.
- Register for classes and give DVR a copy of your class schedule and projected course plan. A course plan outlines what courses are required for your program and provides an expected schedule of required courses and expected completion date. You may get a copy from your academic advisor at your school.
- Get the *DVR Training Grant - Information Form* from DVR. **Sign and return** the form to DVR. Your signature gives permission for the financial aid office and the academic records office to share information with DVR. If you are under 18, a parent or guardian must also sign the form.
- DVR will send the signed *DVR Training Grant - Information Form* to the financial aid office of the school you plan to attend. When the form has been completed, DVR will contact you to let you know the amount of your DVR Training Grant award. Discuss the results with your DVR counselor.
- If you change your schedule or credit load, notify DVR immediately.

Before you can get your DVR Training Grant for the second term/semester/quarter, DVR must have documentation to show that your training grant was used to pay for your school costs. Discuss with your counselor what documentation is needed and when you must provide this to DVR. This may include a requirement that you provide a copy of your grade report for the previous term/semester/quarter.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact 800-442-3477 or 888-877-5939 (TTY).

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