

Admissions Checklist:

Admissions application

- Complete and submit an admissions application to the college's admissions office.
 - Some colleges are willing to waive the admissions application fee. It may require a letter(s) from the youth's high school counselor and/or social worker stating that they are on the free or reduced lunch program and in state's custody. Check with the admissions office regarding requirements for a fee waiver.

High school transcript or GED scores

- Contact high school or GED center and submit an official high school transcript or GED scores to the college.

Create student account

- The youth should create a student account with the college and check it regularly for requests for information from the school etc.

ACT or PLACEMENT Test

- Foster youth can get the \$30 ACT fee waived twice.
 - The youth will need to contact their high school counselor regarding completing the fee waiver form and submit it with their ACT packet.
<http://www.actstudent.org/regist/index.html>
- Youth that have not taken the ACT and are enrolling at a community or technical college can take a PLACEMENT Test.
 - Contact the community or technical college regarding scheduling a time to take the PLACEMENT test.
 - There is no fee for first-time test takers.
 - The re-testing fee is \$7.00 per section or \$20.00 for all three sections.

Orientation and scheduling of classes

- Once officially admitted to the college, the youth needs to check to see when and where orientation is scheduled, meet with their advisor and schedule classes for the semester.
- Some colleges are willing to waive the orientation fee with a letter from the youth's social worker or Independent Living Specialist confirming they are in foster care. Check with the admissions office regarding requirements for a fee waiver.
- Some colleges offer special or extended orientations for first generation college students. These extended orientations provide additional supports

and resources to students that may be particularly valuable to foster youth. Some colleges are willing to waive the orientation fee with a letter from the youth's social worker or Independent Living Specialist confirming they are in foster care. Check with the admissions office regarding requirements for a fee waiver.

Housing Application

- Complete and submit housing application.
 - Some colleges are willing to waive the housing deposit. This may require a letter from the youth's social worker verifying that a youth is in state's custody. Check with the housing office regarding requirements for the waiver.
 - Freshman and sophomores are usually required to live on campus if dorms are available. Foster youth not living on campus must complete a housing exemption form.

Proof of Medical Insurance

Most 4-year universities require students living on campus to have medical insurance. Students will automatically be charged a medical services fee if they do not provide proof that they have other insurance. Check the college's website to learn how to provide proof of insurance to avoid the fee.

Support Services for Youth

Most colleges offer services to assist students in being successful and acclimating to the college life include tutoring, academic skill building seminars, counseling, etc. Check with your college to learn about available services.

Services for youth with Disabilities

All colleges have services to assist students with diagnosed disabilities. Colleges are required to provide accessibility accommodations to eligible youth such as speech to text software, accessible testing, note-taking services, priority class registration etc. Students will need to provide a copy of their IEP from high school or other documentation confirming disability. Check with the college admissions office to learn about available services.

Financial Aid Checklist:

FAFSA (Free Application for Federal Student Aid):

- **All committed youth** that plan to attend college or technical schools are required to complete the **FAFSA**. It is **extremely important** that the FAFSA be completed ASAP after **October 1**.
- Committed youth **do not** have to complete the information and sections on their parent's income.
- Foster parents **do not** include their income on the FAFSA in the parental section, unless they adopted the youth.
- Once a youth receives their Student Aid Report (SAR) they should contact the financial aid office to determine the status of their financial aid. A renewal FAFSA application must be completed each year after **October 1** and before the priority deadline of March 15.
www.fafsa.ed.gov
www.studentaid.ed.gov/

Complete Verification Process

- Most youth in foster care are flagged to complete the verification process. Youth must provide a letter from their social worker or independent living specialist, verifying that they are in state's care. Youth must also provide a copy of their tax returns. If the youth did not file taxes, the youth must complete an IRS Tax Return Transcript. Follow the instructions provided by the school. It is crucial that students check their student account regularly and complete the verification process as soon as they are notified. **The school will not finalize the youth's financial aid package or release their financial aid until the process has been completed.**

Tuition Waiver

- All youth who were in state's care on their 18th birthday should complete the Tuition Waiver form.
- The youth completes Section 1 then submits the form to the college's financial aid office.
- The waiver only applies at Kentucky's public state colleges. Private colleges are not eligible for the tuition waiver.
- **The waiver should be completed at least 6 weeks before the start of classes.**

Scholarships

- Youth are encouraged to apply for academic, athletic and any other applicable scholarships
 - Many scholarship deadlines are **February 1**.
 - Check with the college the youth plans to attend and high school

counselors regarding eligibility requirements and deadlines.
www.fastweb.com
www.orphan.org (Orphan Foundation of America)

DPP – 103 Tuition Assistance Application

- When a foster youth's school expenses are not covered by financial aid, the DPP-103 Tuition Assistance Application is completed by the Independent Living Specialist.
 - The youth must provide the Specialist with a copy of their school transcript, school schedule and account summary before the application can be completed.
 - The form must be completed each semester and at least 4 weeks prior to classes beginning

Department for Vocational Rehabilitation:

- Foster youth receiving VR services can ask if they can assist in payment of books or supplies that a youth may need for their classes.

Work Study/Student Employment:

- Youth are encouraged to seek student employment with the federal work-study program. Limited jobs are available on campus for youth so they need to apply early.
 - The work-study program does fill the youth's part-time employment requirement for extended commitment.

Loans:

- Committed youth **should not** apply for student loans.

KEES:

- Youth are eligible for **KEES** (Kentucky Educational Excellence Scholarship), based on high school grades and ACT scores.
 - KEES money is applied to the youth's account by the college.
 - By accessing the link below, a youth can see how much they will be receiving for college.

<http://www.kheaa.com/website/kheaa/kees?main=1>

Books and supplies:

- Bookstore may allow you to purchase your books and supplies on credit if you have enough anticipated financial aid. Some college may require you to complete a Financial Aid Release Form to purchase your books on credit.

- The youth needs to check with the bookstore to see when they can charge their books and supplies. Youth generally have 14 days before the start of classes to charge their books



Withdrawal from classes:

- A foster youth should contact their social worker and/or their case manager immediately if thinking about withdrawing from a class or from college.
- It is extremely important to follow the college's procedures for withdrawal from a class or withdrawal from school.
- If a youth drops a class, all classes or stops attending classes after receiving financial aid, they may have to re-pay some, if not all of their financial aid and it may affect financial aid eligibility in the future.



Grades:

- Youth on extended commitment are required to provide a copy of their transcript to their social worker at the end of each semester. Youth on extended commitment are expected to maintain at least a 2.0 GPA.