



Student Support Assistance Guidelines

PLEASE NOTE:

You must complete the current FAFSA for Perkins Funded services eligibility.

All Student Support Assistance participants must be:

- Majoring in a Workforce Education program
 - o Associate of Applied Sciences degree
 - o Workforce education certificate, or
 - o Occupational skills award (See TVCC catalog or list below)
- Enrolled part-time (six or more semester credit hours), and
- Enrolled in courses according to the student-selected degree plan

Awards are based on the amount of Carl D. Perkins-Grant funds budgeted each semester as part of the Carl D. Perkins Basic Grant approved by the Texas Higher Education Coordinating Board. Student Support Assistance funds must be paid directly to the approved vendor (daycare, supplier, college bookstore). Students are not reimbursed for services.

Perkins-Grant Services Application Process:

- Apply to TVCC as student
 - o Turn in admissions application to registrar's office (and other required documents)
 - o Must have a workforce education major
- Complete the FAFSA online
 - o Select TVCC as attending institution
 - o Consult with financial aid office for questions/concerns, and acknowledge that Pell Grant eligibility is the criteria used for Perkins-Grant Services awards
- Submit the Student Support Assistance application and any required documentation by the appropriate deadline, and
- Sign all Student Support Assistance contracts prior to funds being dispersed

Upon Perkins-Grant Services award, participants must:

- Maintain a 2.5 GPA and maintain part-time (six semester credit hours) enrollment without excessive absences
- Contact Workforce Education administration (workforceed@tvcc.edu), **BEFORE** dropping any courses
 - o If you drop below six-hours benefits will be discontinued, or
 - o If you drop all of your courses during a semester, you will need to successfully complete six semester hours towards degree completion before reapplying for services
- Have Satisfactory Academic Progress to qualify for continual funding

CHILDCARE assistance:

- Is limited to three dependents per family; infant to 12 years old
- Cover class days only; no holidays (schedule of classes will be used for documentation)
- Is paid directly to the designated licensed care facility or registered family home at a weekly rate based on the age of the child(ren). Anything over this amount is the responsibility of the participant. Payment is made at the beginning of each month. The rates are as follows and are subject to change

Infants to age 1 -----	\$65.00
Ages 1 to 2 -----	\$60.00
Ages 2 and up to Kindergarten -----	\$50.00
After school care (12 years old and under) -----	\$40.00

Childcare funding from other sources such as CCS must be reported. Childcare funding cannot be awarded from another source and Student Support Assistance (Perkins funds) at the same time. Excessive absences of a child from daycare will result in cancellation of Perkins-Grant Services.

TRANSPORTATION assistance:

- Is limited to students who drive 20 or more miles to attend clinicals and/or class on campus
- Is based on a round trip calculation from home address to clinical/campus
- Reimbursed at \$0.10 per mile
- Requires submission of MapQuest map from home address to clinical/campus, and
- Requires mileage log sheets -
 - o Completed entirely each month
 - o Returned to workforceed@tvcc.edu by the last business day of the month
 - o **Failure to turn in log sheet** by the last business day of the month will forfeit payment until the next month
 - o Record the exact trip mileage as stated on the signed contract is expected
 - o Participants will be notified when checks are ready to be picked up in the Business Services Office
 - o Rate is subject to change

LAPTOP LOANER program:

- Is limited to the number of laptops and Mifi hotspots available
- Requires signing of the Laptop Loaner Program Policy
- Provides a laptop (configured to provide the same functionality as other TVCC student computers) and/or Mifi hotspot to student for use off campus
- Check-out duration is for the semester - Fall, Spring, or Summer (may be turned in early)
- Devices will be checked out from the Learning Resource Center upon approval of eligibility; devices should be returned to the same check out location
- All issues with any borrowed devices must be reported to the IT Service Desk - tvcc@service-now.com immediately

TEXTBOOK assistance:

- Is limited to the number of workforce program textbooks available
- Requires signing of the Textbook Assistance Policy
- Textbooks will be checked out upon approval of participant eligibility
- Participants will return textbooks to the Workforce Education office after final exams are completed
- If participant drops the class, the textbook will be immediately returned to the Workforce Education office

TOOLS assistance:

- Is limited to the number of workforce program tools available
- Requires signing of the Tools Assistance Policy
- Tools will be checked out upon approval of participant eligibility
- Participants will return tools to the Workforce Education office after final exams are completed
- If participant drops the class, the tools will be immediately returned to the Workforce Education office

For additional information call (903) 675- 6232, email workforceed@tvcc.edu, or come see us in the Baugh Technology Building.

Eligible degrees and certificates for school year 2020-2021

- Accounting AAS
 - Accounting Certificate
 - Accounting QuickBooks OSA
- Associate Degree Nursing (ADN) AAS
 - LVN-to-ADN Nursing Transition AAS
 - Paramedic-to-ADN Nursing Transition AAS
 - Vocational Nursing Certificate – Palestine
 - Vocational Nursing Certificate – Terrell HSC Campus
- Automotive Technology Certificate
 - Basic Automotive Technology Certificate
- Computer Science Emphasis in Management Information Systems (MIS) AAS
 - Computer Science Management Information Systems (MIS) Certificate
 - Computer Science (MIS) Technology Certificate
 - Computer Science (MIS) Software Applications Specialist Certificate
- Computer Science Information Systems Support & Administration AAS
 - Computer Science Networking and Information Security Certificate
 - Computer Science Data Center Certificate
 - Computer Science Cybersecurity Certificate
 - Computer Science Cloud Computing Certificate
 - Computer Science PC Hardware OSA
 - Computer Science Network & Security OSA
 - Computer Science Data Center OSA
 - Computer Science System Administrator OSA
- Cosmetology Operator Certificate
 - Student Instructor Certificate
 - Nail/Manicure Technology Certificate
 - Esthetician Certificate
- Criminal Justice AAS
 - Criminal Justice Certificate
 - Law Enforcement Certificate
- Digital Photography Certificate
- Drafting and Design Technology AAS
 - Drafting and Design Advanced Drafting Certificate
 - Drafting and Design Basic Drafting Certificate
 - Computer Aided Drafting OSA
- Early Childhood Development AAS
 - Early Childhood Education Certificate
 - Early Childhood Administrator Educator Certificate

- Emergency Medical Technology AAS
 - Emergency Medical Technology Certificate
 - RN-to-Paramedic Enhanced Skill Certificate
 - Emergency Medical Technology OSA
- Fire Protection Technology AAS
 - Fire Officer Certificate: TCFP Fire Officer I & II
 - Fire Inspector And Investigation Certificate TCFP Inspector And Investigator
 - Fire Rescue Operations Certificate
- General Business AAS
 - Business Technology Certificate
- Heating, Ventilation, & Air Conditioning (HVAC) AAS
 - Heating, Ventilation, & Air Conditioning (HVAC)Certificate
- Legal Assistant Technology AAS
 - Legal Assistant Technology Certificate
- Management AAS
 - Small Business Entrepreneurship Certificate
 - Entrepreneurship OSA
- Mechanical Engineering Technology AAS
 - Mechanical Engineering Technology CAD/CAM-CNC Certificate
 - Mechanical Engineering Technology Machining Certificate
- Office Technology AAS
 - Office Technology Certificate
 - Administration Technology Applications OSA
- Office Technology/Medical Administrative Assistant AAS
 - Medical Office Management Certificate
 - Medical Transcription Certificate
- Pharmacy Technician AAS
 - Pharmacy Technician Certificate
- Ranch Management AAS
 - Ranch Management Certificate
 - Beef Cattle Manager Certificate
 - Ranch & Feedyard Operations Certificate
- Robotics Technology AAS
 - Robotics Technology Certificate
 - Automation & Controls Certificate
- Skilled Care Clinical Medical Assistant Certificate
 - Skilled Care Clinical Medical Assistant OSA
 - Phlebotomy OSA
 - Nurse Aide for Health Care OSA
 - Patient Care Technology Certificate
- Surgical Technology AAS
 - Surgical Technology Certificate
- Welding Technology AAS
 - Welding Certificate
 - Pipe Welding Certificate
 - TIG Welding Certificate
 - Welding OSA