

Colorado Northwestern Community College Policy & Procedures for Non-Credit Financial Assistance

The intent of these policies and procedures is to increase access to non-credit educational opportunities to learners who would not otherwise be able to access such courses.

The policies and procedures align with The State board for community colleges and occupational education policy on student tuition and fees/scholarships, policy BP 4-20, that gives colleges the authority to offer scholarships to students.

Assistance may be either categorical or general.

Categorical include aid to:

- Senior Citizens – Scholarships may be offered for up to 50% of the cost of tuition for persons over 55 years of age;
- State Employees Classified Training Programs – Scholarships will be offered for up to 50% of the cost of tuition for state classified employees certified for training by the procedures of the State Department of Personnel;
- Legislative Council staff, staff of the Court System and other groups of non-classified state employees which may be designated by the System President;
- Farm/Ranch Management and Small Business Assistance – Scholarships may be offered in an amount to be specified annually by the System President for students in these programs.

In order to provide access to the greatest number of eligible students, a student may not be awarded more than one type of categorical scholarship during a given term.

General aid is given when:

- Colleges may offer institutional scholarships to students not included in a categorical program (or additional scholarships to students already receiving categorical scholarships).
- All scholarships are subject to any reporting requirements specified by the System, CCHE, the State Controller and/or the State Auditor.
- Funds for financial assistance for non-credit courses originate from local taxing districts, grants and donations and are administered per policies and agreements between the college and the funding entity.
- Funds are provided, when available, based on financial need, and any other qualifying factors stipulated by the funding agreement, on a first come, first served basis until the funding pool has been spent.

Procedures for Administering Financial Assistance for Non-Credit Courses

All participants taking non-credit classes wishing to receive financial assistance are asked to check the appropriate category or categories (age, income, other classification) on the enrollment form when registering for classes.

Verification of Age Eligibility

- Learners are asked to self-verify their age and to provide their date of birth when asking to receive age-based financial assistance.
- CNCC Community Education staff may occasionally, also ask for additional documentation (I.D. or Driver's License).
- Assistance is only provided to the eligible learner and does not necessarily apply to family, friends or aids that accompany them, unless those individuals are also meet the same age criteria.

Verification of Income Eligibility

Financial need is determined on an annual basis using the U.S. Health and Human service poverty guidelines and advice from Moffat County United Way, Moffat County Department of Human services to determine eligibility thresholds.

For 2019, those individuals or families 200% of poverty line or below, will be given priority to receive aid.

- Participants may be asked to submit documentation such as tax returns, qualification letter, free and reduce lunch letter, proof of social security, proof of Medicare, citizenship information, proof of residency, Social Security cards, state driver's license or other I.D. cards and/or other items needed to verify age, financial status, U.S. and/or residency of a location when specifically determined by a funder (e.g. Fairfield grant funds can only be applied to individuals 62 years of age or older who live in the town of Meeker, Colorado).
- Those individuals who do not wish to submit requested documentation will not receive a financial assistance.
- CNCC Community Education will not retain documents used to verify age, residency and financial need.
- Learners need only apply for assistance once per academic year.
- CNCC Community Education will maintain a list of funding sources available, updated each financial year, listing the total amount in each fund, who qualifies for assistance under the fund and specific eligibility requirements.
- CNCC Community Education will also provide a copy of the federal poverty tool and the percent above the poverty line used to determine the eligibility threshold.

The amount of assistance to be provided, the type and number of courses eligible for aid and the percentage of class discount will be determined based on the funding source (see list provided).

2019-2020 Academic Year Non-Credit Funding

Fairfield Foundation Grant: The Fairfield Foundation of Meeker, Colorado has provided \$1,000 in financial assistance to seniors (people 62 years of age or older) and who are residents of the town of Meeker. The fund provides seniors with one discount of 50 percent off a non-credit course for the academic year regardless of financial need. Funding is provided on a first come, first served basis until the fund has been expended. Administrators of the fund will track the names and ages, residential address and amount provided to each student for reporting purposes. A report will be made available upon request of Fairfield Foundation.

Moffat County Affiliated Junior College District Board Fund: The MCAJCD has awarded \$13,000 to provide financial assistance to individuals taking adult non-credit classes who are seniors age 55 or older and/or adults with low income (at or below 200% of poverty level in 2019). Individuals must provide proof of age, that Moffat County is their primary residence for a minimum of 6 months of the year, that they have a fixed and/or low income to demonstrate financial need. Generally, those who meet these qualifications receive 50 percent off non-credit courses. CNCC's Non-Credit program director and the MCAJCD board may restrict classes eligible for reduced fees.

Reach Your Peak: El Pomar has funded Reach Your Peak to create incentives for youth, particularly those at-risk of dropping out and those from financial disadvantaged background, to have access to programs designed to encourage awareness of opportunities offered by further education including college and career technical education. The award provides students that are designated at-risk as well as those who are deemed eligible to receive free or reduced lunch with 70 percent off the cost of Reach Your Peak Summer Camps. Those students successfully completing one summer camp and also one concurrent enrollment college class become eligible to apply for a \$2,000 El Pomar scholarship for each of the first two years of college.

Communities that Care: Communities that Care has provided \$1,500 for assistance to children and youth living in Moffat County to encourage participation in College for Kids and youth-focused classes such as the summer Reach Your Peak program. A \$25 scholarship is applied to each College for Kids class and \$50 scholarship is applied to each youth class. Assistance is offered regardless of financial need and may be requested for multiple minors from the same family. Also, children and youth may receive multiple scholarships in the same academic year. The name of each student, class and amount of scholarships awarded are tracked for reporting purposes. CTC will receive a final report with totals once funds have been expended.

The C.R.A.I.G. Group: Through the support of the Colorado Trust, the C.R.A.I.G. group has awarded \$2,000 to increase access to non-credit classes for Spanish speaking residents of the town of Craig and to create opportunities for CNCC employment of individuals for whom English was a second language. A portion of the funds are used to subsidize the cost of Computer classes for Spanish Speakers and the cost of Conversational Spanish classes. Funding will also be used to pay for ESL instructors and marketing the program. A final report will be provided at the end of fall term to show the impact of the seed money in developing the program.

2019 Poverty Guidelines, all states

Annual Income: Household /Family

Size	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%	250%	300%	400%
1	6,245	\$12,490	15,613	16,237	16,612	16,862	17,236	18,735	21,858	23,107	24,980	31,225	37,470	49,960
2	8,455	\$16,910	21,138	21,983	22,490	22,829	23,336	25,365	29,593	31,284	33,820	42,275	50,730	67,640
3	10,665	\$21,330	26,663	27,729	28,369	28,796	29,435	31,995	37,328	39,461	42,660	53,325	63,990	85,320
4	12,875	\$25,750	32,188	33,475	34,248	34,763	35,535	38,625	45,063	47,638	51,500	64,375	77,250	#####
5	15,085	\$30,170	37,713	39,221	40,126	40,730	41,635	45,255	52,798	55,815	60,340	75,425	90,510	#####
6	17,295	\$34,590	43,238	44,967	46,005	46,697	47,734	51,885	60,533	63,992	69,180	86,475	103,770	#####
7	19,505	\$39,010	48,763	50,713	51,883	52,664	53,834	58,515	68,268	72,169	78,020	97,525	117,030	#####
8	21,715	\$43,430	54,288	56,459	57,762	58,631	59,933	65,145	76,003	80,346	86,860	#####	130,290	#####
9	23,925	\$47,850	59,813	62,205	63,641	64,598	66,033	71,775	83,738	88,523	95,700	#####	143,550	#####
10	26,135	\$52,270	65,338	67,951	69,519	70,565	72,133	78,405	91,473	96,700	104,540	#####	156,810	#####

Monthly Income Household /Family

Size	50%	*100%*	125%	130%	133%	135%	138%	150%	175%	185%	200%	250%	300%	400%
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1	520	\$1,041	1,301	1,353	1,384	1,405	1,436	1,561	1,821	1,926	2,082	2,602	3,123	4,163
2	705	\$1,409	1,761	1,832	1,874	1,902	1,945	2,114	2,466	2,607	2,818	3,523	4,228	5,637
3	889	\$1,778	2,222	2,311	2,364	2,400	2,453	2,666	3,111	3,288	3,555	4,444	5,333	7,110
4	1,073	\$2,146	2,682	2,790	2,854	2,897	2,961	3,219	3,755	3,970	4,292	5,365	6,438	8,583
5	1,257	\$2,514	3,143	3,268	3,344	3,394	3,470	3,771	4,400	4,651	5,028	6,285	7,543	10,057
6	1,441	\$2,883	3,603	3,747	3,834	3,891	3,978	4,324	5,044	5,333	5,765	7,206	8,648	11,530
7	1,625	\$3,251	4,064	4,226	4,324	4,389	4,486	4,876	5,689	6,014	6,502	8,127	9,753	13,003
8	1,810	\$3,619	4,524	4,705	4,813	4,886	4,994	5,429	6,334	6,695	7,238	9,048	10,858	14,477
9	1,994	\$3,988	4,984	5,184	5,303	5,383	5,503	5,981	6,978	7,377	7,975	9,969	11,963	15,950
10	2,178	\$4,356	5,445	5,663	5,793	5,880	6,011	6,534	7,623	8,058	8,712	10,890	13,068	17,423

The income used to compute poverty status includes (before taxes): Earnings, Unemployment compensation, Workers' compensation, Social Security, Supplemental Security Income, Public assistance, Veterans' payments, Survivor benefits, Pension or retirement income, Interest, Dividends, Rents, Royalties, Income from estates, Trusts, Educational assistance, Alimony, Child support, Assistance from outside the household and Other miscellaneous sources.

Money income does not include: Capital gains or losses, Noncash benefits (e.g. food stamps and housing subsidies) or Tax credits.

To calculate total family income, the before tax incomes of all related family members that live together are added up to determine poverty status. If total family income is at or less than 200% of the poverty line for the number of individuals in the family, then they are determined eligible for financial assistance.

Individuals requesting financial aid may be asked to verify family income through documentation that might include a copy of prior year tax statement, pay stub, bank statement, aid letter from an agency, etc...