



# ETV Checklist



**Please turn in the following documents in order for the application to be processed:**

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|--|---|
| <input type="checkbox"/> ETV Application   | <input type="checkbox"/> Copy of high school diploma or GED   |
| <input type="checkbox"/> ETV Budget Form   | <input type="checkbox"/> Copy of class schedule   |
| <input type="checkbox"/> ETV Student Educational Agreement   | <input type="checkbox"/> Copy of cost of tuition  |
| <input type="checkbox"/> ETV Financial Aid Release Form  | <input type="checkbox"/> Copy of financial aid package (financial aid award letter)                         |
| <input type="checkbox"/> If this is not your first ETV, receipts showing how your last ETV was spent | <input type="checkbox"/> Copy of college/trade school Grade Point Average (GPA) <b>OR</b> Acceptance letter |

**If the Education and Training Voucher will be used for expenses other than tuition, you must provide documentation to support need. For example, but not limited to:**

- Rent/housing: copy of lease agreement.
- Computer (limit of \$1,500 every 4 years): estimate from store you plan to buy it from.
- Transportation expense (limit of \$3,000 for purchase of vehicle every 4 years): copy of payment stubs, car insurance bill, price estimate from the dealership you plan to purchase vehicle from. If purchasing vehicle, the following must be provided: copy of drivers license, copy of insurance, inspection from licensed mechanic.
- Daycare: written statement from daycare provider.

### **An *accredited* school means:**

- The school is legally authorized within the State to provide a program of education beyond secondary education; **AND**
- The school is a public, private or other nonprofit institution; **AND**
- A nationally recognized accrediting agency or association accredits the school **AND**
- The school provides an educational program where the institution awards a bachelor's degree *or* provides not less than a 2-year program that is acceptable for full credit toward such a degree, **OR**
- The school provides an educational training program to prepare students for gainful employment in a recognized occupation.

**If you have any questions contact the ETV office at (877) 660-6388.**

**Completed applications with documentation can be faxed or mailed to:**

**Samaritas  
Attn: ETV  
729 W. Michigan Ave., Suite 200  
Jackson, MI 49201  
Fax: 517-789-6809**