



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) OR 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**