



Office of Financial Assistance  
 100 College Drive  
 Logan, WV, 25601  
 (304) 896-7060  
[FinancialAid@southernwv.edu](mailto:FinancialAid@southernwv.edu)

## Higher Education Assistance Part Time Student (HEAPS) Application

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Hours Enrolled: \_\_\_\_\_

<b>Student Information:</b>	
Student Name: _____	
Student ID: _____	Date of Birth: _____
Student Email: _____	Student Phone Number: _____
Student Address: _____	

### Application Requirements

- \* Complete and Submit FAFSA (Free Application for Federal Student Aid) at [www.studentaid.gov](http://www.studentaid.gov)
- \* Complete and Submit admission application to the Admissions Office
- \* Complete and Submit HEAPS application to the Financial Aid Office
- \* Must be a United States citizen or permanent resident
- \* Must be a West Virginia Resident for at least one year prior to applying
- \* Must have a High School Diploma, TASC (formerly GED), or its equivalent
- \* Must be meeting Standard Academic Progress (SAP) requirements
- \* Must be enrolled in 3-11 credit hours for the semester
- \* Cannot be in default on any higher education loans

### Agreement and Understanding

By signing this worksheet, you certify that all of the information reported on this form is true and accurate to the best of your knowledge. If requested, you agree to provide proof of the information that you have reported on this form. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both. Typed, copied, or electronic signatures will not be accepted.**

Student Signature: _____	Date: _____
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#### Options to Submit Verification Forms and Other Documentation

EMAIL	In Person	Mail
Scan and Submit to: <a href="mailto:FinancialAid@southernwv.edu">FinancialAid@southernwv.edu</a>	Visit one of our campus locations to see a Financial Aid Associate in person	SWVCTC C/O Financial Aid 100 College Drive, Logan, WV 25601

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in discrimination investigations. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to Affirmative Action Officer/Title IX Coordinator, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; or Section 504 Coordinator, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054 may be used to communicate with any office or employee of the College.

For more Information, visit: [www.southernwv.edu](http://www.southernwv.edu)

#FINDYOURDIRECTION