

WORKING FAMILIES GRANT

YOU
are Marian.

The program

The Working Families Grant (WFG) Program works to advance the university's mission and vision by awarding tuition and stipend grants to economically disadvantaged single parents with dependent children — parents who possess the desire and determination to achieve a four-year undergraduate degree. Participants create new social and economic opportunities for their future through a "partnership" philosophy that embraces academic advising and support services, career assessment and development resources, community service/volunteerism experiences, counseling, financial aid assistance, freedom of spiritual exploration, life skills development, and mentoring.

Participant benefits

- **Tuition grant**
 - Partial tuition award reduces student loan debt
- **Stipend grant** assists with monthly living expenses. It covers:
 - **Rent** — WFG pays maximum of \$555 per month; lease cannot exceed \$615.
 - **Childcare** — WFG pays maximum of \$650 per month for certified or licensed childcare providers.
 - **Food** — Gift cards are purchased from local grocers based on participants' preferences, such as Festival Foods, Pick 'n Save, and Piggly Wiggly. Card amount is based on number of children in household.
- **Support services** include mentoring, counseling, career assessments, academic planning, budgeting, lifeskills workshops, social events, and employment preparation.

“ I can't thank the Working Families Grant Program enough for all I have been blessed with. It has changed both mine and my daughter's lives beyond words. ”

Rachel Fryda '10
Social Work Graduate

Participant expectations

- Enroll as a full-time student in the traditional day program on the Fond du Lac campus.
- Meet with financial aid counselor to establish federal, state, loan and grant assistance.
- Complete an online career assessment and meet with career counselor for interpretation of results.
- Complete 12–15 credits per semester, 32 credits annually includes winter session (3 cr.) and summer session (6 cr. max), to ensure graduation in four years.
- Meet with academic advisor to establish target graduation date and maintain four-year plan accordingly.
- Perform 20 hours of community service each semester, 40 hours annually.
- Meet with personal counselor twice each semester on campus and one home visit per year.
- Meet each month with program director.

History

In 1996 Marian University and the Congregation of Sisters of St. Agnes (CSA) co-sponsored the Education Grant for Women and Children following Wisconsin's inception of the "Work not Welfare" program.

In 2002, Working Families Grant was conceived through a unique collaboration with an anonymous donor to expand CSA's mission and develop one of the nation's most comprehensive educational programs available to low income single parents.

The Working Families Grant (WFG) Program exemplifies Marian's values-based philosophy. It is built on a foundation of community values, commitment to learning, dedication to service and social justice, and diversity of spiritual traditions.

YOU
are Marian.

“ The Working Families Grant Program is a once in a lifetime opportunity for single parents to pursue a better life for their families. I applaud the trail they are blazing in this exciting journey, and hope that many more will follow. ”

Dr. Richard I. Ridenour
President Emeritus of Marian University

WFG eligibility criteria

- Be a single (or divorced, widowed) custodial parent with primary or physical placement of one or more dependent children.
- Meet low income financial need criteria, using Office of Financial Aid guidelines.
- Be a freshman, transfer, returning or current student attempting first undergraduate degree.

“ It has been absolutely a miracle to us! My children have seen me pick up my broken life and never stop fighting — they have seen it takes dedication, support and commitment to succeed. They’ve also seen the positive impact service to others has and there are good people willing to help others. ”

Dawn Wilkins ‘10
Nursing graduate

Application process

Applications are accepted year-round and kept on file for up to one year. Due to increasing interest, the application process is extremely competitive and involves an in-depth application and panel interview. Packets are available for pick-up at the Working Families Grant Program Office (Stayer Center, room 130) or by request via phone or email.

For more information contact:

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Working Families Grant Program
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(920) 923-8953
(920) 923-8925 FAX
wfg@marianuniversity.edu
www.marianuniversity.edu/workingfamiliesgrant

“ The Sisters see the Working Families Grant planting seeds of value-based education and service in the participants’ lives. The fruit of these seeds grow in their hearts creating a quality of life. ”

Sister Deborah Walter, CSA
Congregation of Sisters of St. Agnes

*Creating new opportunities
through education and service
for single parents
with children.*





Dear Working Families Grant (WFG) Applicant,

The application process is extremely competitive so please read this letter carefully.

WFG accepts applications year round, so even if your application can not be considered for the upcoming semester, it can be kept on-file (for up to one year) for consideration if future openings occur.

Enclosed you will find the following documents:

- WFG Fact Sheet
- WFG Questions & Answers
- WFG Application

Please note, that applying for admission to Marian University is separate from applying for the WFG Program.

You can use the contact information provided below if you would like to apply on-line for admission to the university, apply for financial aid, or have other questions.

Marian University toll-free phone number
Marian University website

1-800-2-MARIAN
www.marianuniversity.edu

Contact the WFG Office directly if you have any questions about the WFG application. You may mail your application or drop it off at the Marian One Stop (located in the Administration Building) or the Working Families Grant Office, (located in the Stayer Center, Room T130).

WFG Office Phone Number
WFG Office Email

920-923-8974
wfg@marianuniversity.edu

Thank you for your interest in the Working Families Grant (WFG) Program sponsored by the Congregation of Sisters of St. Agnes, Anonymous Donor, and Marian University.

Best regards,

A handwritten signature in black ink that reads "Cheryl Hartwig". The signature is written in a cursive style with a large, looped "y" at the end.

Cheryl Hartwig
Program Director
Working Families Grant

Working Families Grant (WFG) Program Common Facts, Questions & Answers

Question: What's expected of participants in the Working Families Grant program?

Answer: There are five basic categories of participant expectations:

- Academic**
- Community Service**
- Monthly Reporting**
- Student Development**
- Appropriate Conduct**

Question: What are the academic requirements?

Answer: You must be committed to maintain full-time status, which is a minimum of 12 credits. However, WFG expects participants to average 14-16 credits per semester and requires that a minimum of 32 credits be completed annually. WFG requires participants to establish a four-year graduation plan and follow it closely.

Question: What if I drop a class I'm doing poorly in? Am I disqualified from WFG?

Answer: You will be expected to keep the Program Director informed each month of your academic standing, especially if you are struggling in a class. WFG will refer participants to support services on campus to assist them in getting help (i.e. math and writing lab, tutoring, study skills development, etc.) in an effort to improve the grade if possible. Dropping a class is considered a last resort in the WFG program.

Question: What if I try hard, get help, but still fail a class?

Answer: Keeping in mind that WFG requires completion of 32 credits per year, WFG will cover the cost of up to 3 credits during Winterim session (a two-week session starting the first full week after January 1.) With your advisor's assistance, we have found that by making slight scheduling changes in your four-year plan and adding a Winterim class, participants are able to stay on track and in compliance with WFG requirements.

Question: What is the minimum GPA required?

Answer: You must maintain the minimum GPA requirement for your major/minor. For example, if you are a nursing or education student, you must maintain the required cumulative GPA for that degree. It depends on your major/minor, however, a 2.5 GPA or higher is required to remain in the Working Families Grant Program.

Question: If I start out in nursing but later decide it's not for me, can I change majors?

Answer: A change in major almost always results in an extension of your graduation date, and that would present a certain problem for WFG. During your first semester you will be expected to complete two on-line career assessments (MBTI and SI) and meet with the Director in Student Development for an interpretation of the assessment results. You must have clear and specific career goals in order to graduate in four years. WFG expects participants to make informed decisions about their career goals and remain committed to them.

Question: What is the community service expectation?

Answer: Marian University is sponsored by the Congregation of Sisters of St. Agnes (CSA) who have laid a foundation of principles and core values at the University which are: community, learning, service, social justice, and spiritual traditions. Community service is highly valued by the sponsoring donors of WFG. Participants are expected to perform 20 hours of service each semester, which must be approved by the Program Director.

Question: Can I get credit for volunteer hours completed prior to participation?

Answer: Community service hours cannot be retroactive prior to acceptance into the WFG program. Additionally, ideas and actual involvement in community service events must be approved in advance by the Program Director to ensure appropriateness. Current participants have been involved in a large variety of volunteer and service experiences.

Question: How do I document community service?

Answer: Marian University has a Community Involvement Program (CIP) on Marian's website. Service hours are submitted electronically via CIP. Compliance with community service is documented for each participant every semester by requesting a CIP transcript that shows the dates, locations, and hours of community service performed.

Question: What is the monthly report requirement?

Answer: WFG participants are required to meet with the Program Director at least three times each semester to discuss academic standing, community service, and identify and address any needs or concerns as a parent and student. We recognize that many factors play into the success and failure of a single parent student trying to complete their first bachelor's degree. We value support services on campus and in the community, which is why mentoring is an important aspect of WFG. Our administrative team is made up of key Marian staff, a liaison in each of these areas: admissions, financial aid, academic advising, and personal counseling.

Question: Sometimes I feel overwhelmed juggling my responsibilities as a parent, at work, and school. Is it true that you offer professional counseling services?

Answer: Marian University's personal counselor is an excellent professional counselor located in the Student Development Center on campus. Additionally, she has been hired by WFG specifically to counsel and address the emotional, physical, and spiritual well-being of participants and their children.

Question: What are the expectations regarding student development?

Answer: WFG participants are required to meet with the personal counselor twice each semester. A home visit is scheduled once during the academic year, or within 30 days after moving into a new apartment, if WFG pays your rent. Personal counseling has proven to be invaluable in helping participants deal with a wide range of concerns and challenges.

Question: Can WFG help me with some legal issues and costs that I'm dealing with?

Answer: WFG will not pay for legal fees, but has invited legal speakers to come on campus and share their expertise with single parents who have specific challenges and questions. WFG hopes to continue to sponsor such events each year.

Question: Can WFG help me with finances and personal budgeting?

Answer: There has been a growing interest with WFG participants to get help with budgeting skills. WFG has offered a variety of budgeting workshops in the past and invited guest speakers to address finances and budgeting. We require each participant establish a budget using services provided by Consumer Credit Counseling Service.

Question: Does WFG cover the entire tuition amount?

Answer: WFG will pay a partial tuition stipend. To discourage undue preference, WFG participants are required to apply for typical Federal and State grants and loans (FAFSA and Marian University supplemental form). The Independent Student Financial Aid formula is used to calculate the WFG tuition award.

Question: Can I apply for other scholarships if I am accepted into the WFG program?

Answer: Yes and no. Being a participant in WFG does not exclude you from being able to apply for other grants or scholarships, such as the *Talent Incentive Grant* or *Divisional Merit Scholarship*. We encourage WFG participants to stay informed about scholarship opportunities that are typically announced through the financial aid office. Keep in mind, there are numerous scholarships sponsored by diverse organizations in our community.

Question: Can WFG help me in a financial crisis? Like with my car?

Answer: Although WFG is somewhat restricted to specific kinds of assistance (tuition, rent, childcare, and food) participants may be eligible for additional assistance through the Financial Aid Office. Participants are referred to other community programs and resources. In a financial crisis, discretionary funds may be used as determined by the program director.

Question: Is it true that WFG has a stipend award that covers rent, childcare and food?

Answer: Yes. WFG does pay participant expenses for rent, childcare, and a food gift card. These payments are made directly to the provider. Rent and food are covered 12 months a year, while childcare is paid during scheduled class time, as well as when students are completing internships and clinicals.

Question: If I am currently getting HUD assistance, do I have to move or terminate it?

Answer: You can continue to live where you are and continue to receive assistance through HUD. WFG participants are required to provide a copy of their financial aid award letter to HUD to update their records and to determine if there is a change in the rent amount. For those receiving housing assistance, WFG will pay for their portion that is due, as long as the HUD lease does not exceed \$625.

Question: What is the maximum rent amount covered by WFG each month?

Answer: The maximum lease amount honored by WFG is \$625, but only a maximum of \$555 will be paid by WFG, as long as the participant can pay the difference out-of-pocket expense.

Question: What if I receive notice of a rent increase, will WFG help with that?

Answer: WFG has a rental form that must be completed by your landlord. It states that we respectfully request the rent remain constant during the participant's educational period. The participant will be responsible for amounts that exceed \$555. We encourage participants to find a

safe environment that is economical, and remain in that location for the duration of their education if possible.

Question: Will WFG pay for a shared rental situation if I want to have a roommate?

Answer: WFG will confirm with the landlord that the WFG participant is the only adult name on the rental contract. Should you decide to share your home or apartment with another adult, WFG will not pay for rent. WFG must be notified if you currently or plan to have another adult share your rental situation. This type of change will not adversely affect participation in the program, unless WFG is not informed of this circumstance in advance. If WFG were to become aware that a change had occurred without notification, participation in the program would most certainly be jeopardized.

Question: Do I have to use the Marian University Child Care Center for childcare services?

Answer: There are a few accredited childcare centers, such as Salvation Army Child Care Center and YMCA Child Care Center. WFG will pay only for licensed and certified providers.

Question: What is the maximum childcare amount covered by WFG?

Answer: \$650 per month. WFG will cover childcare expenses for before and after school, transportation, and daycare services. Childcare is covered by WFG only while the participant is enrolled in the University, during class time or educational related activities.

Question: What is the payment schedule for childcare providers?

Answer: There are typically two payment options a childcare provider can choose from. The first option is every two weeks while the second option once at the end of each month, which is typical for most providers. At this time, WFG does not issue payments on a weekly basis.

Question: What is the food gift card?

Answer: Each month food gift cards are purchased from local grocers such as *Piggly Wiggly*, *Festival Foods*, *Wal-Mart* and *Pick n Save*. The amount of the card is based on the number of dependent children in the household (1/\$200, 2/\$250, 3/\$300, 4 or more/\$350) The food card is distributed when the participant meets with the Program Director to review the monthly report. WFG is not responsible for replacement of lost or stolen food cards.

Question: What is the role of the administrative team?

Answer: The primary objective of the administrative team is to mentor participants and maximize program resources and support services to assist participants in obtaining their first bachelor's degree. Our goal is to develop a partnership philosophy, to swiftly identify barriers to success, and overcome them so that single parents can pursue their academic goals.

Working Families Grant Program Application



General Information

Last Name	First Name
Social Security #	Previous Names
Street Address	City/State/Zip
Cell Phone Number	Personal Email Address
Marital Status (Circle one) Single Divorced Widowed	School Email Address
Will the number in your household change during your education? (Are you pregnant, or children moving in or out?)	Is anyone else contributing to your living expenses? (parents, significant other?) If yes, explain.

Family Information. (Start with yourself and include all other current household members.)

First Name	Last Name	Relationship to applicant	Gender	Age	Date of Birth

If more than five are in your household, check box and continue to list additional members on another sheet.

Current Employment (If not currently employed, write NONE in the "Company Name" field.)

Company Name	City & State	Start date	Wage per hour
Supervisor Name	Phone Number	Full or part-time?	Hours per week?
Position title and brief job description		Monthly Income \$	

Please list all other sources of household income.

Examples: employment, social security, disability, unemployment, alimony, child support, etc.

Type	Amount	Received how often
<i>Earned income</i>		

Rent Expenses

Do you currently Rent or Own your Home?		RENT <input type="checkbox"/>	OWN <input type="checkbox"/>
RENTAL Information		OWNERSHIP Information	
Type of Lease- <input type="checkbox"/> Monthly <input type="checkbox"/> 6 Month <input type="checkbox"/> Annual		Monthly Mortgage Payment \$	
Total Monthly Rent \$ Is Rent Current ? (if not, please explain)		Amount paid by you each month \$	
Are you currently receiving federally subsidized housing? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is anyone contributing to your mortgage payment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Assistance		How much do they contribute? \$	
Amount paid by you \$			
Amount paid by Assistance \$		Do they live with you?	

Childcare Expenses

Childcare – average costs per month (Circle one) None \$50 or less \$100 \$200 \$300 \$400 \$500	Are you receiving childcare assistance from the Department of Social Services? _____ No If yes, how much? \$
Childcare Provider Name	Who is your DSS caseworker and phone number?
Childcare Contact Name & Phone Number	

Food Expenses

Average Food Costs Per Month (Circle one) \$100 \$150 \$200 \$250 \$300 \$350 Over \$350	Where do you typically shop for food?
Are you currently receiving food stamps? If yes, how much and what day each month?	Who is your DSS caseworker and their phone number?

Medical Information

Do you have Medical Assistance?	Do you have BadgerCare?
Do you receive benefits from another source? _____ No If yes, from where and how much?	

High School Academic Information

Name of High School	City/State
Did you receive a high school diploma, HSED, or GED? (circle one) What year?	What was your average GPA in high school?

Other College Academic Information

If you previously attended college, are planning to or have transferred credits already, complete this section.

Name of College	City/State
How many credits did you complete?	What was your cumulative GPA ?
How many credits will be transferring in?	
List all dates of attendance below: From _____ To _____ Did you graduate? _____ No _____ Yes If yes, what degree or certificate did you receive?	List clubs or organizations you participated in.

Marian University Academic Information

If you are currently enrolled as a student or have been officially admitted at Marian University, complete this section.

If already a Marian student, which semester did you start? (Check) ___ Fall ___ Spring ___ Winterim ___ Summer	If transferring to Marian, which semester will be your first? (Check) ___ Fall ___ Spring ___ Winterim ___ Summer
What year?	What year?
What is your current student status? (Check one below) ___ Freshman ___ Sophomore ___ Junior ___ Senior	What is your cumulative GPA?
What is your major?	What is your minor?
Who is your current academic advisor at Marian?	
Are you satisfied with your major (career) choice? _____ Yes If no, what major (career) changes would you make if any and why?	
List clubs and/or organizations you have in the past or currently participate in.	
Have you volunteered or participated in community service? If yes, provide month, year, and description of activity.	

Monthly Expenses

Please list all your bills you pay on a monthly basis, and any anticipated bills you may be expected to pay

Type of Expense	Amount paid by Me	Amount paid by Other	Name of Other
Rent			
Heat/Gas/Electric			
Water			
Cable/TV			
Internet Service			
Cell Phone/Telephone			
Food			
Childcare			
Clothing			
Car Payment			
Car Insurance			
Auto Fuel			
Insurance - Other			
Medical Expenses			
Prescriptions			
Miscellaneous			
Credit Cards			
TOTAL			

Additional Questions:

1. Have you ever declared bankruptcy? _____ If yes, what year? _____.
2. What is your primary source of transportation? _____
3. If automobile, indicate year/make/model _____

Criminal Background Check

I agree to authorize a criminal background check. I agree to provide the information requested below and any additional information that may be requested or required.

_____ (Your initials)

Please read and initial the following statement of application completion:

I understand that my application must be completed fully and accurately, be initialed and signed where indicated, and be submitted with all required documents to be considered. Otherwise, my application will be declined. Furthermore, I understand that any expenses I incur pertaining to this application are my responsibility, and will not be reimbursed.

_____ (Your initials)

Application Essay Question

The essay is an important part of the application, and may weigh heavily in the selection process. It is crucial to follow the essay guidelines listed below:

- 2000 word maximum
- Typed
- Front side of paper only (No double sided)
- Double spaced, size 12 font
- Begin essay with "My name is" and address/answer the following key points/questions:
 - Tell us a little about yourself, your family, and your current situation.
 - Tell us a little about your past, your challenges, and your accomplishments.
 - Explain why a college education is important to you and to your children.
 - What are your career goals? Describe what career you wish to pursue and why.
 - Explain how you think the program will make a positive difference for you and your children.
 - Describe your strongest characteristics.
 - Have you volunteered in the community? Describe the types of service experiences you have had.
 - Explain how you can give back to the community through volunteerism, if you become a participant.
 - Why should we select you, over all of the other competing candidates?



Admission Status (Check one that best describes your current admission status to the college.)

_____ I am a current or returning Marian University student who has registered (or is considering registering) for classes for the next academic session. I grant permission for WFG to request/retain records from the Office of Admissions, Registrar, or Financial Aid at any time as needed.

_____ I have applied for admission (or re-admission) to Marian University, have been officially accepted, but have not registered for classes at Marian University. I grant permission for WFG to request and retain a copy of my acceptance letter, admission file, application, financial aid award, transcripts, and other records as needed from Marian University at any time.

_____ I am in the process of applying (or re-applying) for admission to Marian University, and have not been officially accepted. I grant permission to WFG to verify the status of my application from any office as needed.

_____ I have not applied to Marian University at this time.

Checklist (Items listed below must be submitted with the application as indicated.)

Write "Yes" or "No" on each line for item(s) enclosed:

_____ Essay (required)

_____ Resume (required, unless you have never been employed.)

_____ Copy of Federal tax return (required, unless you have not filed a tax return in the past 2 years.)

Read carefully then initial statement:

I understand that applying for admission to Marian University is separate from the Working Families Grant application process and selection for a WFG grant does not guarantee that Marian University will admit me. I understand the WFG Program is designed to fund a limited number of participants, and due to a high number of applications and competitive arena, I might not be selected as a participant. **I understand that I should carefully consider my individual situation and family needs, and make an informed decision about my educational future independent of my application for the Working Families Grant program.** _____(Your initials)

Authorization of release of information:

I certify the information provided in this application for the Working Families Grant (WFG) program is accurate and complete to the best of my knowledge. By signing this release, I authorize WFG to collect, verify, and retain all application information, and grant permission to forward a copy of this release to any Marian University office for purposes of this application. I authorize any party having information bearing on my qualifications for the WFG program to release information to the program. I also release from any and all liability all individuals and organizations who provide information to the WFG program in good faith and without malice concerning my qualifications and character. I understand I will be expected to comply with all application and participation requirements. I understand that if it is believed or determined that I have failed to fully disclose or have falsified information, misrepresented myself, or conducted myself in an inappropriate way, I may be terminated from consideration and/or participation. I understand that this application, documents submitted, and/or information collected may be reviewed by the WFG administrative team and selection panel only, and will become property of the WFG program.

(Print) First and Last Name

Signature

Date