



Successfully Completing the Higher Education Adult Part-Time Student (HEAPS) Grant Program - Workforce Development Component Application

Frequently Asked Questions

- 1. Do I need to complete a HEAPS application?**

Yes. If you are seeking financial aid to assist in the costs of the training program for which you are applying and have not completed a 2009-2010 Federal Application for Free Student Assistance (FAFSA) for a West Virginia school. We encourage the completion of the FAFSA because it does speed up the decision process for the HEAPS application. Apply on line at www.fafsa.ed.gov.
- 2. If I completed a FAFSA, do I still need to complete the HEAPS application?**

Yes. Only certain parts of the application. Complete the student information section (top section), write FAFSA in large letters across STEP 1 of the HEAPS application and sign and date the back.
- 3. What qualifies me as a West Virginia State Resident?**

You must have lived in West Virginia consecutively for the 12 months prior to the start of class.
- 4. Are there any exceptions to the Dependency Status determination in STEP 1?**

No. The guidelines Pierpont Community & Technical College uses to determine the dependency status for student financial aid are the same as defined by the US Department of Education, Federal Student Aid Division.
- 5. Is there a situation where I must complete both STEP 2 and STEP 3?**

Yes. If you answered “NO” to *all* questions 2-8 in STEP 1, then you need to complete both STEP 2 and STEP 3, even if you don’t live with your parent(s) and were not claimed on their tax return.
- 6. What determines the household size?**

The household size is determined by the number of dependents, including you. If you have married since January 1st, then you would include your new family. If you are separated since January 1st, then you would not include those who do not live with you now. If you are living with your significant other, but not legally married, then you would not count that person in your household size.
- 7. What information do I need to complete the HEAPS application?**

After completing STEP 1, if any answers were marked “YES”, then skip STEP 2 and complete STEP 3 and sign and date the bottom. If all answers in STEP 1 were marked “NO”, then complete STEP 2 and STEP 3 remembering to sign and date the bottom along with your parent.

8. What if I was not claimed as a dependent on my parents’ 2008 tax return and I did not complete a 2008 tax return either, can I still ask for HEAPS assistance?

Yes. If any answers in STEP 1 were marked “YES”, then skip STEP 2 and complete STEP 3 and sign and date the bottom. If any answers in STEP 1 were marked “NO”, then complete STEP 2 and STEP 3 and sign and date the bottom along with a parent even if you do not live with your parent(s).

9. How is the eligibility for a HEAPS award determined?

The award is determined by your Estimated Family Contribution (EFC) and total cost of the program. To determine the EFC, your adjusted gross income, federal tax paid, student gross income, spouse gross income, household size, investments and marital status are put into a standardized formula. That number is calculated against the cost of the training program. The closer to zero your EFC is, the more HEAPS will be awarded. The award determination is made by the WV Higher Education Policy Commission Central Office.

10. How long does it take to get a decision on whether I received a HEAPS award?

The HEAPS award decision will be given to Pierpont C&TC usually within 4-6 weeks from the date the application is received.

Other important items regarding completing the HEAPS application

11. If completing the FAFSA online, go to www.fafsa.ed.gov and use the Fairmont State University school code of “003812”.
12. You are encouraged to complete the FAFSA online. After completing the FAFSA, you may fax your HEAPS application along with your registration form to speed up the award determination process, but you must also mail the application and training program registration with original signatures.
13. In order to process a HEAPS application, all parties must sign and date the application.
14. Mail the completed HEAPS application to Pierpont Community & Technical College’s Center for Workforce Education. The address is 320 Adams Street, Suite G01, Fairmont, WV 26554. You may also fax your completed application to us at (304) 367-2717. Pierpont will then complete the “School Use Only” portion of the application and forward it on to the Higher Education Policy Commission.
15. The maximum amount awarded is \$2,000 per person, per fiscal year.
16. If your HEAPS award does not cover the total cost of the training program, then payment arrangements for the balance of the costs must be made prior to the start of class.
17. To insure you have a seat in the class, pay for your training program at the time you register. If you apply for HEAPS and receive an award, we will refund to you an amount equal to your HEAPS award within 2-3 weeks after our receipt of the HEAPS funds.