



## Finish Line Grant College Representative Checklist

### For a Curriculum Student:

- Letter of support (or email) from a faculty member confirming the student's attendance and participation in class; or
- College staff member has verified that student has a Program GPA of 2.0 or higher
- College staff member has verified that student has completed at least 50% of their credential or degree (including current enrollment)
- College staff member has verified that the student has not received an emergency grant for the "same" request through the college
- College staff member has verified that the student (CU or CE) does not have an outstanding balance with the college
- Student has signed College FERPA Release Form
- If applying for assistance for tuition, books, and/or fees, must have verification from College that sufficient Financial Aid and/or Scholarships were not available**

### For a Continuing Education Student:

- College staff member has verified that the student has completed at least 50% of the course hours (i.e. 96 hour course = completed at least 48 hours)
- College staff member has confirmed that the student has not received an emergency grant for the "same" request through the college
- Letter or email from the Department Director that student is successfully passing all exams and are on schedule to complete the class and take the state exam or other third party credential. Class must be for an industry recognized credential
- College staff member has verified that the student (CU or CE) does not have an outstanding balance with the college
- Student has signed College FERPA Release Form
- If applying for assistance for tuition, books, and/or fees, must have verification from College that sufficient Financial Aid and/or Scholarships were not available**

By signing below, I attest that the information provided above is true and accurate to the best of my knowledge.

College Representative Printed Name: \_\_\_\_\_

College Representative Title: \_\_\_\_\_

College Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_