



**VIRGINIA
WESTERN**

2024 CCAP CHECKLIST

Who may apply for CCAP?

- Spring 2024 graduating seniors from Botetourt County, Craig County, Franklin County, Roanoke City, Roanoke County, and Salem City Public High Schools.
- Homeschool and private school 2024 graduating seniors from Botetourt County, Craig County, Franklin County, Roanoke County or Salem City.
- Graduating seniors must have resided in their school district and attended their division's high school during their junior and senior years. (CCAP will not pay out-of-state tuition.)
- Roanoke County residents graduating from any high school in the six localities served by Virginia Western may apply for CCAP.
- CCAP applicants must finish high school with a specific minimum cumulative grade point average (GPA). A minimum 2.5 GPA is required on final high school transcript. In Roanoke City, a minimum 2.0 cumulative GPA is required on final high school transcript.

CCAP APPLICATION

OPENS: OCTOBER 1, 2023 • CLOSES: FEBRUARY 1, 2024

☐ **SUBMIT VIRGINIA WESTERN APPLICATION at <http://www.viriniawestern.edu> before February 1, 2024.**

- You must include **YOUR SOCIAL SECURITY NUMBER (SSN)** on the Virginia Western application.
- You must qualify for Virginia in-state resident status.
- Have you taken dual-enrolled classes? Email enroll@viriniawestern.edu in the Virginia Western Recruitment Department to confirm your Virginia Western application is active and your Social Security Number (SSN) is on your application.

☐ **COMPLETE CCAP APPLICATION at viriniawestern.edu/ccap between October 1, 2023 and February 1, 2024.**

- You will create an account and password. Then log on with your email address and password.

☐ **COMPLETE Direct Enrollment Survey for academic placement by February 1, 2024 CCAP deadline.**

- After you submit the Virginia Western application (first item above), go to desurvey.vccs.edu and log on using your MyVWCC username and password to complete survey.

☐ **SUBMIT the 2024 – 2025 FAFSA (Free Application for Federal Student Aid) before the February 1, 2024 CCAP deadline at <https://studentaid.gov/h/apply-for-aid/afsa>.**

- Your **SOCIAL SECURITY NUMBER (SSN) on the FAFSA MUST MATCH THE SSN** on your Virginia Western application.
- You **MUST** select Virginia Western (federal code: 003760) on the FAFSA as a school to receive your FAFSA information.
- **IMPORTANT: Submitting your FAFSA does not mean it is complete.** The VWCC Office of Financial Aid may have follow-up questions or requests for documentation for you or your parents/guardians to answer before determining the amount of financial aid you will be awarded. Determination of your financial aid award is a required part of the CCAP application process.
- **Starting February 1, 2024**, check messages and status of your VWCC financial aid application:
 - Log into your MyVWCC account at <https://vw.my.vccs.edu>.
 - Click on the Student Information Center (SIS) icon.
 - Click on Student Center>Student Message Center for communication from VWCC Office of Financial Aid.
 - Review and resolve items in your To Do List in the Student Message Center.
 - When complete, you receive a “Financial Aid Award Determination” in your Student Message Center.
 - ALL questions/To-Do List items related to your FAFSA and VWCC financial aid process must be resolved by June 1, 2024 for your CCAP application to be considered complete.**
- For assistance with the FAFSA or your financial aid process, call 1-855-874-6690 or email at finaid@viriniawestern.edu.

(Note: the Virginia Western application and the CCAP application are two different applications. Both must be submitted for CCAP consideration.)

DEADLINE FOR ALL CCAP APPLICATION STEPS: FEBRUARY 1, 2024



The Community College Access Program (CCAP) is a public/private tuition scholarship program administered by Virginia Western Community College Educational Foundation, Inc. Current-year high school graduates who meet program guidelines receive a combination of federal/state financial aid and donor funding up to the cost of tuition. **The scholarship covers the cost of tuition for up to two (2) years while the CCAP student earns either an associate degree, a maximum of two certificates or two job-ready credentials** at Virginia Western Community College. At the end of the two-year period, CCAP eligibility ends.

CCAP supports as many students as possible, based on student need and funds available for the program, but does not guarantee acceptance to every applicant. **Textbooks, class-specific fees and IncludedED fees are not included.**

IMPORTANCE OF CHECKING EMAIL & MESSAGE CENTER

- **Students are required to provide a personal email address on the Virginia Western application.**
- CCAP applicants should frequently check for email communications from the Virginia Western Educational Foundation.
- Once the FAFSA has been submitted, CCAP applicants should check their VWCC student account Message Center and personal email account listed on the VWCC application for communications from the Office of Financial Aid.
- Failure to complete requests from the Office of Financial Aid will prevent financial aid review process to continue (or complete).
- Students will be notified of conditional CCAP acceptance by the Virginia Western Educational Foundation through their personal email.

CCAP PERFORMANCE/ACCOUNTABILITY REQUIREMENTS

- New CCAP students are required to complete the Virginia Western Discover orientation and the online CCAP CSI Survey in the summer after high school graduation before fall classes start.
- CCAP students must maintain a minimum Virginia Western **cumulative 2.5 GPA (2.0 GPA for Roanoke City)**. Students who do not maintain the minimum cumulative GPA at the end of any semester will not be eligible to receive CCAP funds during any future semester.
- Students must enroll in and complete a **minimum of 9 credit hours** in their program of study each semester of CCAP eligibility (not including summer). CCAP will pay for up to 15 credits if there is not sufficient financial aid to pay tuition. **CCAP will only pay tuition (up to 15 credits) for aid-eligible courses in a student's program of study.** CCAP does not pay for textbooks, class-specific fees or IncludedED (Follett Access) course fees.
- If funding is available, students may enroll in a maximum of 6 credits during summer semester between first and 2nd year in CCAP. Students who do not maintain the minimum cumulative GPA at the end of the summer semester will not be eligible to receive CCAP funds during any subsequent semester.
- Students participating in CCAP are required to complete a minimum **4-hour service learning opportunity** each fall and spring semester. Failure to fulfill this requirement may result in the loss of the CCAP scholarship.
- **2nd Year CCAP Acceptance:** 1st Year CCAP students **MUST submit a FAFSA** for their second academic year. The deadline to submit the FAFSA for CCAP eligibility for the next academic year is February 1st.

CONTACT

Visit virginiawestern.edu/ccap for complete details.
Visit our Facebook page at facebook.com/vwccap

Email: ccap@virginiawestern.edu
Ph: 540-857-7544

Virginia Western Community College Educational Foundation is a not-for-profit Virginia non-stock corporation (the "Foundation"). The Foundation is affiliated with, but independent from, Virginia Western Community College (VWCC). Determining eligibility and awarding of scholarships is at the sole discretion of the Foundation. VWCC, its administration and faculty work in partnership with the Foundation to provide eligibility information, but VWCC does not participate in determining applicant eligibility or awarding scholarship funds.