EXPLANATION OF TRA

BI-WEEKLY FORMS AND OTHER INFORMATION

The purpose of these forms is to prove that you have been attending the classes for which TRA pays. You need to complete the forms if TRA pays for any classes, fees, books, supplies, or bi-weekly checks.

You are responsible for the following information:

1. **Both forms must be completed in ink (BLUE OR BLACK).**
2. Both forms must be completely filled out (Name, Address, Social Security number, Your Petition Number, etc. Otherwise the processing of your form may be delayed).
3. Both forms must have the correct dates.
4. Your signature must be on both forms.
5. You must have the correct hours on your attendance form.
6. You must have both forms turned in to the Financial Aid Office on every other *Friday by 5 p.m.* (see attached schedule).

Students MUST complete sections A and B.

SECTION A: Answer questions 1, 2, 3..

*Please indicate any amounts that you earn or receive for the two week period.

SECTION B: Read and sign the Worker Certification statement.

Please do not complete any other sections on the Yellow or White Bi-Weekly form.

If you should have any questions, please do not hesitate to call our office at (540) 674-3615.

Fep
FACTS ABOUT TRADE ACT

1. TRA students must complete the Bi-weekly forms; these forms prove whether or not the student has been attending classes and has made progress in the classes.

2. TAA pays for tuition, fees, necessary supplies, needed books.

3. TRA will also pay for a student to get bi-weekly benefits when UI is exhausted.

4. As long as a student has tuition, fees, etc. paid for by TRA the student must fill out the Bi-Weekly TRA forms and turn them in on the due date.

5. Students who receive the Pell Grant, SEOG, or Veteran's Benefits must report these funds to the Trade Act.

6. TAA will only pay for those classes that are necessary for the one curriculum in which you plan to receive a degree or certificate. If IDL course is available in a regular classroom setting, the Trade Act student must enroll in that class.

7. A student may be on Unemployment Insurance (UI) and TAA at the same time. This means that the student is receiving bi-weekly benefits from UI and that tuition/fees and books/supplies are being paid by TAA.

8. TRA students do have a limit on the amount of money that each student can charge for books and supplies for the total time they attend college.
M E M O R A N D U M

TO: All TRA Students

FROM: Joe Sheffey
Coordinator of Financial Aid/Veterans
VIRGINIA EMPLOYMENT COMMISSION

DATE: August 6, 1991

SUBJECT: Reporting Financial Assistance

All TRA students are now required to report Pell Grant, SEOG, and Veterans Educational Assistance at the time funds are disbursed to the student on the Bi-Weekly Request Forms (yellow sheets).

The amount received will be reported under section "A" item 1 of the Bi-Weekly Request Form. The student would check "YES", indicate the name of the program, the date received and the amount received. You will also need to report this information to the Claims Department at your local VEC.

The VEC can give you further information if you need it or have questions concerning this.

/fep
TRA REGISTRATION PROCEDURES
SUMMER 2001

REGISTRATION

Registration begins on April 9. Returning students should see their Faculty Advisor and new students should see a counselor in the Student Development Office to schedule classes.

The registration card should be taken to the Admissions office the day that you schedule your classes. Once classes are registered, please go to the Business Office and request that your tuition and fees be charged to TRA program. Otherwise, your classes will be deleted on May 11 and you will have to re-register. It is your responsibility to go to the Business Office to charge your tuition (this includes adding a course).

To Charge Textbooks:

You may charge required textbooks and only $50 of supplies to TRA beginning on Monday, May 21 through Friday, June 1, 2001. You can go directly to the NRCC Bookstore to charge books and supplies. New students will need to check with the Financial Aid Office before going to the Bookstore. Pictured identification is required to charge textbooks. If you charge books at the NRCC Bookstore and drop classes before the add-drop periods ends, the books must be returned to the bookstore for credit. If you do not return them before the add-drop, you would be responsible in paying for the books.

Trade Act funds can not be used to pay tuition for the retake of a failed class. This includes grades of “F”, “R”, “W”, “U” and “XN(Audit)”. Therefore, if a TAA
student fails a class, they must pay to retake it themselves, or find alternative funding.
REGISTRATION

Registration begins on April 26. Returning students should see their Faculty Advisor and new students should see a counselor in the Student Development Office to schedule classes.

The registration card should be taken to the Admissions office the day that you schedule your classes. **Once classes are registered, please go to the Business Office and request that your tuition and fees be charged to TRA program. Otherwise, your classes will be deleted on August 8 and you will have to re-registered. It is your responsibility to go to the Business Office to charge your tuition. (This includes adding a course).**

TO CHARGE TEXTBOOKS:

You may charge required textbooks and only $50 of supplies to the TRA program beginning on Wednesday, August 14 through Tuesday, September 3, 2002. You can go directly to the NRCC Bookstore to charge books and supplies. Pictured identification is required to charge textbooks. If you charge books at the NRCC Bookstore and drop classes before the add-drop periods ends, the books must be returned to the bookstore for credit. If you do not return them before the add-drop you would be responsible in paying for the books.

Trade Acts funds can not be used to pay tuition for the retake of a failed class. This includes grade of “F”, “R”, “W”, “U”, and “XN (Audit)”. Therefore, if a TAA student fails a class, they must pay to retake it themselves, or find alternative funding. **You will also need to contact your Trade Act Coordinator for approval to take any IDL classes.**
Important Dates for FALL  2002

Classes Begins ........................................... Wednesday, August 21
First day to charge books ............................... Wednesday, August 14
Last Day to Add Without instructor’s Approval ............. Tuesday, August 27
Submit first attendance and Bi-weekly forms ............... Friday, August 23
Last day to drop classes and refund TRA .................. Tuesday, September 3
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** We will notify you of the actual date you will need to turn these in.

To: Counselors/Advisors

From: Joe Sheffey

Subject: TAA Credits

Explanation

Any student on TRA must take 12 credits total per semester. In order to accommodate those students who are not able to take 12 credits during the current semester, this form is being provided.

Please check the appropriate space for your student in order to explain the special circumstances for this student.

Please return this form to the Financial Aid Office in order for us to pay for your classes.

This form is for the ________/_______ Semester.
(Semester / Year)

_____ 12 credits cannot be taken because the classes are not offered.

_____ A conflict in the time the classes are offered exists.

_____ Class was canceled.

_____ Other special circumstances. Explain:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Advisor's Signature                  Student's Signature
NRCC STUDENT FINANCIAL AID FORM
2002-2003

NAME: _________________________________ SS#: ____________________________________________

Last              First              Middle

ADDRESS: ____________________________________________

Street                City                State                Zip

DATE OF BIRTH: _______________ TELEPHONE NUMBER: __________________

ETHNIC ORIGIN (Required by Office of Civil Rights). Specify one:

Asian or Pacific Islander _______ White ___________
Black _______ Other (Specify) ________________

SEX:    Male      __________ _
Female   __________

Are you a citizen of the United States?  Yes _______ No _______

_______ Number of family members in 2002-2003 (include yourself)
_______ Number of family members attending college at least half-time in 2002-2003
(include yourself)

Marital status of student: __________  Single   __________ Married
 __________  Divorced  __________ Separated

Have you previously received aid from NRCC?  Yes _______ No _______
PLEASE RETURN THIS SHEET TO THE FINANCIAL AID OFFICE.