



2016-17 PENNSYLVANIA STATE GRANT STATUS NOTICE

THIS DEPENDENT FORM MUST BE RECEIVED BY APRIL 1, 2017.

Name \_\_\_\_\_

ACCT: \_\_\_\_\_

Street Address \_\_\_\_\_

OR

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SSN: \_\_\_\_\_

- YOU MUST PROVIDE YOUR NAME AND ADDRESS.
YOU MUST PROVIDE EITHER YOUR PHEAA ASSIGNED ACCOUNT NUMBER OR YOUR SOCIAL SECURITY NUMBER.
THIS IS NOT AN APPLICATION. YOU MUST HAVE FILED A 2016-17 FAFSA AND HAVE AN INCOMPLETE PENNSYLVANIA STATE GRANT RECORD TO FILE THIS FORM.
YOU MUST READ THE INSTRUCTIONS BEFORE PROVIDING DATA ON THIS FORM.
SIGN QUESTION 37 ON PAGE 2 AND MAIL PAGES 1 AND 2 OF THIS FORM TO THE ADDRESS UNDER THE SIGNATURE AREA.
IF YOUR ANSWER IS ZERO, PLACE 'ZERO' IN THE ANSWER SPACE.

1. Student's date of birth (Month/Day/Year) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2. State of legal residence Student: \_\_\_\_\_ Parent(s): \_\_\_\_\_

3. Date student established legal residency (Month/Year) \_\_\_\_\_ / \_\_\_\_\_

4. Current parental marital status married/remarried [ ] never married [ ] divorced/separated [ ] widowed [ ]
unmarried and both parents living together [ ]

5. Will the student receive (or have) a bachelor's degree before July 1, 2016? YES \_\_\_\_\_ NO \_\_\_\_\_

6. Date the student received, or will receive, a high school diploma, either by graduating from high school OR earning a GED (Month/Year) \_\_\_\_\_ / \_\_\_\_\_
(Leave blank if the question does not apply to you - see instructions.)

7. Name and address of student's high school. If you received a GED, write GED in place of the high school name.
Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

8. a. Is the student a veteran of the U.S. Armed Forces? YES \_\_\_\_\_ NO \_\_\_\_\_

b. Enter month/year student was separated or released from active duty in the U.S. Armed Forces. \_\_\_\_\_ / \_\_\_\_\_

9. Number of parent supported family members, including parents, in 2016-17 academic year (see instructions) \_\_\_\_\_

10. Number of college students in 2016-17 academic year, excluding parents /stepparent (see instructions) \_\_\_\_\_

11. Parent(s)/Stepparent's U.S. 2015 income tax filing status Have Filed [ ] Will File [ ] Will Not File [ ]

12. Parent(s)/Stepparent's 2015 type of tax return filed IRS 1040 [ ] IRS 1040A/EZ [ ] Foreign Tax Return [ ] Other [ ]

13. Parent(s)/Stepparent's 2015 total number of exemptions, including parents/stepparent (see instructions) \_\_\_\_\_

14. 2015 Adjusted gross income from U.S. Income Tax Return Student: \$ \_\_\_\_\_ Parent(s)/Stepparent: \$ \_\_\_\_\_

15. 2015 Income earned from work, see instructions Student: \$ \_\_\_\_\_ Father/Stepparent/Parent 1: \$ \_\_\_\_\_

Mother/Stepparent/Parent 2: \$ \_\_\_\_\_

16. PHEAA USE ONLY

17. PHEAA USE ONLY

18. 2015 Untaxed Income Student Parent(s)/Stepparent

a. Payments to tax-deferred pensions, 401(k), 403(b), etc. including involuntary contributions \$ \_\_\_\_\_ \$ \_\_\_\_\_

b. IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other plans \$ \_\_\_\_\_ \$ \_\_\_\_\_

c. Child support received for all children \$ \_\_\_\_\_ \$ \_\_\_\_\_

d. Tax exempt interest income from IRS Forms \$ \_\_\_\_\_ \$ \_\_\_\_\_



# 2016-17 PENNSYLVANIA STATE GRANT STATUS NOTICE

## INSTRUCTIONS FOR SELECTED QUESTIONS

- **Student's name, address and account number or social security number must be written on the lines provided.**
  - **The words "you" and "your" mean the person who must provide requested data on the State Grant Status Notice. Be sure you and/or your parent(s) sign in question 37 - see instructions.**
  - **If your answer to a question is "none" or "zero", place a zero in the answer space. DO NOT leave it blank or use dashes.**
2. Write in the two-letter abbreviation for your current state of legal residence. Residency (domicile) is your true, fixed, and permanent home. If you moved into a state for the sole purpose of attending a college, **do not** count that state as your legal residence, unless you registered to vote there.
  3. Write in the date you became a legal resident of your current state of legal residence. If you have always lived in that state, you may use your date of birth as the date of legal residence.
  4. Give the current marital status of the person(s) requested by checking the appropriate status. For example, check married/remarried box if you must give information about your mother and stepfather.
  5. Check "No" if you do not have a bachelor's degree from a college and you will not have one by July 1, 2016. Check "Yes" if you already have a bachelor's degree or will have one by July 1, 2016. Also check "Yes" if you have or will have a degree from a college in another country that is equivalent to a bachelor's degree.
  6. Write in **either** the date that you graduated or expect to graduate from high school, or the date that you earned or expect to earn a certificate or diploma through the General Education Development (GED) Program. **Leave the date blank** if you are a home-educated student, received a foreign high school, correspondence school or distance learning diploma, military GED or have not graduated from high school. A student achieving a diploma from one of the above will be requested to submit documentation to verify that you meet the high school graduation requirement for State Grant eligibility.
  - 8a. Check "**No**" if you:
    - never engaged in active duty in the U.S. Armed Forces,
    - are currently an ROTC student,
    - are currently a cadet or midshipman at a service academy,
    - are a National Guard or Reserves enlistee activated only for training,
    - are currently serving in the U.S. Armed Forces and will continue to serve through June 30, 2017.Check "**Yes**" if you:
    - have engaged in active duty in the U.S. Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard) or as a member of the National Guard or Reserves were called to active duty for other than state or training purposes, or were a cadet or midshipman at one of the service academies; **and** were released under a condition other than dishonorable, uncharacterized, bad conduct or other than honorable, or
    - are **not** a veteran **now** but will be one by June 30, 2017.
  9. **Dependent Students:** List each person, and their relationship to your parent(s)/stepparent, that your parent(s)/stepparent will support between July 1, 2016 and June 30, 2017. Include your parent(s)/stepparent and yourself. Include your parent(s)/stepparent's other children if they receive more than half of their support from your parent(s)/stepparent or if they would be required to provide your parent(s)/stepparent's information when applying for Title IV Federal Student Aid. Include other people only if they now live with and receive more than half of their support from your parent(s)/stepparent and will continue to receive more than half of their support from July 1, 2016 through June 30, 2017. Do NOT include any children for whom child support paid has been reported.

Please note that in order for your parent/stepparent to claim that they are providing more than half of someone's support, they must be able to demonstrate that the direct support they provide is greater than the personal resources of the individual listed in the household size.

**Relevant definitions include:**

Direct support represents both in-kind support such as free/reduced rent, utilities, medical and dental care, payment of college costs or other services in addition to actual cash assistance.

Individual personal resources include both taxable and untaxable income such as wages, unemployment compensation, retirement income/distribution, dividend and investment earnings, Social Security benefits, disability payments, and other sources of income.**Independent Students:** List each person and their relationship to you, that you will support between July 1, 2016 and June 30, 2017. Include yourself and your spouse. Include your children if they receive more than half of their total support from you or if they would be required to provide your information when applying for Title IV Federal Student Aid. Include others if they now live with you **and** receive more than half of their total support from you **and** will continue to receive more than half of their total support from July 1, 2016 through June 30, 2017. Please note that in order for you and your spouse to claim that you are providing more than half of someone's support, you must be able to demonstrate that the direct support you provide is greater than the personal resources of the individual listed in the household size. Please see the relevant definitions noted above under the dependent students section.
  10. **Parent(s):** Write in the number of people from question 9 who will be attending college between July 1, 2016 and June 30, 2017. **Do not include yourselves [the parent(s)].** Always count the student, even if the student will be enrolled less than half-time. Count others only if they will attend at least half-time (six credit hours per term, or at least 12 clock hours per week) in a program that leads to a college degree or certificate.

**Independent Student:** Write in the number of people from question 9, including yourself, who will be attending college between July 1, 2016 and June 30, 2017. Always include yourself, even if you will be enrolled less than half-time. Count others only if they will attend at least half-time (six credit hours per term, or at least 12 clock hours per week) in a program that leads to a college degree or certificate. **Do not include your parent(s).**
  11. Check the box which describes the filing status of the 2015 IRS Income Tax Return or a tax return listed in question 12.
    - 1 - Have already completed.
    - 2 - Will file, have not yet completed.
    - 3 - Not going to file (Skip to question 15.)
  12. Check the box that represents the income tax return you filed or will file for 2015.
    - 1 - IRS 1040
    - 2 - IRS 1040A or 1040EZ
    - 3 - A foreign tax return (Use the information from your foreign tax return to complete this form. Convert all figures to U.S. dollars, using the exchange rate in effect as of the date your application was filed.)
    - 4 - A tax return for Puerto Rico, Guam, American Samoa, the U. S. Virgin Islands, Swain's Island, Northern Marianas Islands, the Republic of the Marshall Islands or the Republic of Palau or the Federated States of Micronesia.

13. Write in the number from Form 1040-line 6d or 1040A-line 6d. If you used the 1040EZ and are claimed, use the 1040EZ worksheet (line F) to determine the number of exemptions (\$4,000 equals one exemption). If you cannot be claimed, enter "01" if you are single, or "02" if you are married.
14. If you are currently divorced, separated, or widowed, but completed (or will complete) a joint tax return for 2015, give only your portion of the income. If you are married or remarried and completed (or will complete) joint or separate tax returns for 2015, be sure to include both your income and that of your spouse. Adjusted Gross Income is on IRS form 1040 - line 37; 1040A - line 21; or 1040EZ - line 4. (Note - for the State Grant Program, any foreign income must be added to the Adjusted Gross Income and included in the answer to this question.)

If you didn't file a 2015 tax return but will be completing one, use your W-2 forms and other records to answer this question.

15. If a 2015 U.S. tax return was not and will not be completed, include earnings from work in 2015.

If a 2015 U.S. tax return was completed or will be completed, include the "wages, salaries, tips, etc." from Form 1040-line 7, 1040A-line 7, or 1040EZ line 1. If a joint return was completed, report earnings separately. If a business or farm is owned, also add in the amounts from Form 1040-lines 12 and 18 and Box 14 (code A) of IRS Schedule K-1 (Form 1065).

18. 2015 Untaxed Income:

- Payments to tax-deferred pension, 401(k), 403(b) etc. savings plans, (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. This includes involuntary contributions.
- IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form 1040-line 28 + line 32 or 1040A-line 17.
- Child support received for all children. Don't include foster or adoption payments.
- Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b.
- Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A-lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.
- Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.
- Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.
- Veterans noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.
- Other untaxed income not reported, such as workers' compensation, disability, and the untaxed portion of Health Savings Accounts from form 1040-line 25. **Don't include** student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefit Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion since such should be included in your answer to question 14, or credit for federal tax on special fuels.
- Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.

19. 2015 Additional Financial Information:

- Education credits (American Opportunity, Hope and Lifetime Learning tax credits) from IRS Form 1040-line 50 or 1040A-line 33.
- Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support received for children in your household, as reported in question 18.
- Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships.
- Taxable student grant and scholarship aid included in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.
- Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Combat pay is reported on the W-2 in Box 12, Code Q. Do not enter untaxed combat pay.
- Taxable earnings from work under a cooperative education program offered by a college.

20. Enter the total amount of income tax for 2015. Income tax amount is on "IRS Form 1040 (line 56 minus 46); 1040A (line 28 minus 36); or 1040-EZ line 10.

21. If you own other real estate (including rental property, and this includes all properties in a Rental Property Partnership or S-CORP., land, second or summer homes) or have investments, write in their net worth as of the date the application was filed. Investments include trust funds, UGMA and UTMA accounts, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, qualified educational benefits or savings accounts such as Coverdell savings accounts, 529 college savings plans, the refund value of 529 prepaid tuition plans, installment and land sale contracts (including mortgages held), loans from shareholders, commodities, etc. Investments do not include the home you live in, the value of life insurance and retirement plans (pension funds, qualified annuities, noneducation IRA's, Keogh plans, etc.). Please note that debt on the home you live in cannot be considered when determining the net worth of your family's other investments.

- 21a. Did you include the value of your Pennsylvania 529 College Savings Program in the investments you reported on your application? If yes, place the amount you reported in question 21a.

22. If you own a business and/or an investment farm, write in the net worth as of the date the application was filed. Include land, buildings, machinery, equipment, inventory, etc. Do not include a family farm that you live on and operate or the value of a small business if your family owns and controls more than 50 percent of the business and the business has 100 or fewer full-time or full-time equivalent employees.

23. Include the balance of cash, checking and savings accounts as of the date the application was filed, if not previously reported.

24. Enter the number from the list below which best identifies the person(s) with whom you normally live with **when** not attending school **and** with whom you resided the most for the 12 months immediately preceding the filing of your application.

- Both Parents** - Both birth parents, with parents if legally adopted, or with one birth parent and a stepparent who has legally adopted you
- Mother Only** - If you reside with only one parent who has not remarried, only that parent's income should be provided
- Father Only** - If you reside with only one parent who has not remarried, only that parent's income should be provided
- Mother and Stepparent** - Mother and Stepparent who has NOT legally adopted you
- Father and Stepparent** - Father and Stepparent who has NOT legally adopted you
- A person other than a spouse (such as guardian or government entity)
- Spouse** - Husband or Wife
- I am unmarried and in my own care.

**If you entered codes 6 or 8, you must provide a signed statement (by both you and your guardian, if applicable) explaining the reasons you are no longer living with your birth parents.** A statement is not required if: (1) both parents are deceased, (2) you are a veteran, or (3) your date of birth is before January 1, 1993.

25-28. Enter the appropriate number on the line provided on the Status Notice. Employment status should be reported as of the date the student's application was filed.

- |                         |                                    |
|-------------------------|------------------------------------|
| 1 - Farmer              | 6 - Disabled (permanent and total) |
| 2 - Homemaker           | 7 - Retired                        |
| 3 - Self-employed       | 8 - Unemployed                     |
| 4 - Employed by another | 9 - Whereabouts unknown            |
| 5 - Deceased            |                                    |

32. Write in the complete name (**do not abbreviate**), address, city and state of the college you plan to attend. If the college is a branch campus, include the complete name of the branch. Also, indicate if it is a specific part of a university, such as a law school.

33. Enter the appropriate number code on the line provided on the Status Notice.

- 1 - On-campus
- 2 - Commuter-living with parent(s) or relative(s) other than parent(s)
- 3 - Off-campus

34. Enter the appropriate number on the line provided on the Status Notice.

- |  |  |
|--|--|
| 1 - Full-time                            | 4 - Less than half-time                          |
| 2 - Full-time evening                    | 5-8 - PHEAA use only                             |
| 3 - Not full-time but at least half-time | 9 - Not full-time but at least half-time evening |

35. Enter the appropriate number on the line provided on the Status Notice.

- |                            |                               |
|----------------------------|-------------------------------|
| 1 - 1st year undergraduate | 4 - 4th year undergraduate    |
| 2 - 2nd year undergraduate | 5 - 5th year undergraduate    |
| 3 - 3rd year undergraduate | 6 - 6th Graduate/Professional |

36. If you will attend a college or hospital school of nursing, select the appropriate letter code from the following list and enter it in question 36.

#### **CODES FOR BACHELOR'S DEGREE GRANTING COLLEGES**

- A - Five-Year Cooperative Work-Study (All Majors)
- B - Bachelor's Degree (Religion Major)
- C - Bachelor's Degree (All Other Majors)
- G - Two-Year Terminal Program in a Four-Year College or University
- H - Program of Less Than Two Academic Years
- I - College Transferable Program

#### **CODES FOR TWO-YEAR PUBLIC AND JUNIOR COLLEGES**

- I - College Transferable Program
- J - Two-Year Terminal Program - Credits Not Transferable to a Four-Year College
- K - Program of Less Than Two Academic Years

#### **CODES FOR HOSPITAL SCHOOLS OF NURSING**

- L - Registered Nursing Program
- M - All Other Programs

#### **CODES FOR BUSINESS, TRADE, AND TECHNICAL COLLEGES**

If you will attend a business, trade or technical college, write the program of study name in question 36 on the line provided. If the college is listed on the enclosed code list for question 36, also enter the appropriate program code. If the college and/or program is not listed, enter the name of the program and leave the code line blank.

37. **Read and Sign - The student must sign the 2016-17 State Grant Status Notice.** If the student is married, the student's spouse must sign this form. **If information was provided for both parents, at least one of the student's parents must also sign this form. If data is provided for only one parent, that parent must sign.** Everyone signing this form is certifying that all information is correct and that they are willing to provide documents to prove that all information provided pursuant to the State Grant application is correct. Such documents may include U.S., state, or local tax returns.

#### **Sending in the Pennsylvania State Grant Status Notice**

Double-check the form and make sure you completed only the questions requested. Be sure the form has the necessary signatures. You should keep the instruction pages and a copy of your completed State Grant Status Notice for future reference. Include only the letter requested in question 24 (if appropriate). **Do not send tax forms or other materials in the envelope.** This will slow down processing. All other questions or correspondence should be mailed to PHEAA, State Grant and Special Programs, P.O. Box 8157, Harrisburg, PA 17105-8157.

# Rights and Responsibilities Certification Document

## Applicant's Rights, Responsibilities, Privacy, and Certification for the Pennsylvania State Grant Program

*To stay current with the status of your Pennsylvania State Grant, please keep your email address updated and regularly check your record through Account Access via PHEAA's Secure Sign-In at [www.pheaa.org](http://www.pheaa.org).*

All applicants have certain rights regarding their application for State Grant aid. When an applicant has been determined to be eligible for a State Grant, the applicant also has certain responsibilities as a recipient. This document explains these rights and responsibilities and also contains other important information. This document and other State Grant forms are available on PHEAA's website at [www.pheaa.org](http://www.pheaa.org). The rights and responsibilities of all applicants are covered by 24 P.S. §5151, et. seq., and 22 Pa. Code §121.41, et. seq. To fully understand your rights and responsibilities, your full review of the aforementioned law is encouraged. Nothing stated herein supersedes applicable law, and to the extent, anything stated in this document conflicts with applicable law, applicable law controls.

PHEAA reserves the right to modify the Rights and Responsibilities Certification Document at any time. It is your responsibility to review and adhere to the Rights and Responsibilities Certification Document in effect at the time of each Application and/or receipt of each State Grant award. Submitting an Application and/or accepting a State Grant award constitutes your acknowledgement and acceptance of the then current Rights and Responsibilities Certification Document.

Section I explains how to submit applications, corrections, request reconsideration of State Grant status and provides general information. Section II explains the major State Grant eligibility requirements. Section III provides information on PHEAA's Privacy Policy, the Privacy Act, and use of your Social Security Number. Section IV explains the certification and authorization that your signature(s) provides.

For purposes of this Rights and Responsibilities Certification Document, "Application" includes the Free Application for Federal Student Aid (FAFSA) and the Pennsylvania State Grant Form and/or State Grant Status Notice; "Institution" includes all schools, campuses, or additional locations that are affiliated through ownership or administration with the home institution; and "State Grant" means the Pennsylvania State Grant Program.

### **Section I: Eligibility Update, Reconsideration, and General Information**

Your Student Aid Report (SAR) will outline all of the responses provided on your FAFSA. If you determine that any of the enrollment, school choice, or program of study data is incorrect on your SAR, you may correct that information through Account Access at [www.pheaa.org](http://www.pheaa.org). If financial data or other information is incorrect, you must submit corrections as specified on PHEAA's webpage at [www.pheaa.org](http://www.pheaa.org). In rare cases, you may receive a printed State Grant Status Notice on which to submit updates. When submitting changes on this form, appropriate signatures must be provided and the form must be returned to PHEAA.

When determining State Grant eligibility, income and assets have been disregarded for those applicants who have been processed as veterans. Income has also been disregarded for those students who provided information regarding a recent death or a recent permanent and total disability of a parent or spouse. This special processing is limited to one award year and income and asset information will be considered in future award years. This special processing is also subject to the maximum award allowed per cost of the Institution the student is attending.

Assets held in a Pennsylvania 529 college savings plan account are not considered when determining State Grant eligibility. If Pennsylvania 529 college savings plan assets have been included in the investments reported on the FAFSA, please indicate the value of those assets when completing the on-line Pennsylvania State Grant Form, State Grant Status Notice, or by contacting us in writing.

A State Grant is in the form of a public trust and failure to comply with the conditions under which the State Grant is awarded will cause forfeiture of the State Grant award. **Once you have been determined to be a recipient and it is subsequently determined that you do not comply with the eligibility requirements, or if you question your eligibility for any reason, you are required to report your situation in writing to PHEAA immediately but no later than April 1 of the applicable academic year (or October 31 following the applicable summer term). Failure to do so may result in legal action against you.** In signing the Application and related documents, you authorize your institution to release any and all information relevant to your State Grant eligibility to PHEAA.

**Public Notice** - By accepting a State Grant, the recipient authorizes PHEAA to make the required public announcement of such and/or provide your information, including your email address, to other state agencies and legislators. Any student who objects to such announcement must notify PHEAA in writing within 14 days of notice of their award.

**Other Financial Aid** - All scholarships, grants, tuition reimbursements (such as from an employer), waivers and all other aid must be reported directly to the financial aid administrator at your Institution.

**Payment of State Grant** - Payment of your State Grant award is made directly to your Institution. Institutions are required to verify student eligibility and must report questionable student eligibility to PHEAA and withhold crediting to your account in those cases.

**Aid Deferments** - PHEAA may approve a request for deferment of an award for one academic term at a time provided, however, that an award may not be deferred beyond July 1 of any given year. As such, State Grant awards may not be deferred from one award year to the next; reapplication is necessary.

**Apply for Your State Grant Each Year** - You must apply/reapply for State Grant aid each year by the appropriate deadline. Your eligibility will depend on program funding and compliance with all eligibility requirements.

**Application for Summer Aid** - If you will be enrolled during the summer, it is your responsibility to file the separate application which is available on-line. An academic year grant is normally processed for the period that begins in September and ends in May and does not cover the summer term.

**Approved Institutions** - The Institution you attend must be approved for participation in the State Grant Program. Check with the financial aid office at the Institution you are planning to attend to confirm the Institution is approved.

**NOTE** - With certain limited exceptions, applicants attending institutions in Maryland, New Jersey or New York are not eligible.

# Rights and Responsibilities Certification Document

## Section II: Major Eligibility Requirements for the State Grant Program

**Academic Progress** - A student is required to successfully complete a minimum of six (6) semester credits per semester (or the equivalent) for each part-time State Grant award received and a minimum of twelve (12) semester credits per semester (or the equivalent) for each full-time State Grant award received. Credits earned for repeat courses which were previously counted when State Grant progress was verified cannot be counted again. Academic progress is confirmed by the financial aid administrator at your Institution at the end of each award year. Failure to meet the minimum requirements means that you are ineligible for further State Grant aid until you have successfully completed the required number of credits. For example, a student receiving a full-time State Grant during the fall semester and a part-time State Grant award during the spring semester must successfully complete a minimum of eighteen (18) semester credits before being eligible for any further State Grant aid. Full-time students enrolled in four-year degree programs progressing at the rate of only twenty-four (24) semester credits per year (or the equivalent), while meeting the minimum State Grant progress standard, will utilize all of their State Grant eligibility before completing the minimum 120 credits required of most Bachelor degree programs. If you have any questions regarding your academic progress or credits that may be counted toward State Grant academic progress, you should contact your Institution financial aid administrator.

**Criminal Offense** - If you have been convicted of a criminal offense for which you are currently incarcerated, you must notify PHEAA in writing. You are **NOT** eligible for a State Grant award. You should also be aware that, by law, schools are required to report recipients who are incarcerated to PHEAA.

**Default** - Students who have defaulted (or have a claim of default pending) on any educational loan guaranteed or reinsured by the federal government, state government, or institution are not eligible for a State Grant and must notify PHEAA of such default in writing. This also applies to programs where awards have been converted to loans due to failure to meet all eligibility or service requirements and the loan is in a default status.

**Domicile** - Domicile is a person's true, fixed, and permanent home, the place to which the person intends to return whenever absent.

A student who is 18 years of age or older at the time of application must have been a bona fide domiciliary of Pennsylvania for a period of at least 12 consecutive months **immediately** preceding the date of application, exclusive of time the student spent while enrolled in an educational institution if the student came into or remained in Pennsylvania for the purpose of attending a postsecondary school.

A student who is under 18 years of age at the time of application must have a supporting parent or guardian (defined as a person with whom a minor child has lived and in whose continuous direct care and control the child has been for at least the last two consecutive years) who has been a bona fide domiciliary of Pennsylvania for a period of at least 12 consecutive months **immediately** preceding the date of application and who continues to be a Pennsylvania domiciliary until fall term classes commence.

A student is ineligible if the student: (1) ceases (or the parent(s) or guardian ceases if the student is under 18) to be a domiciliary prior to the first day of classes of the academic year; (2) receives, due to residency, the benefit of in-state tuition or fees at a public postsecondary school located in another state; or (3) indicates that the state of legal residence is a state other than Pennsylvania. If you are registered to vote in a state other than Pennsylvania, you are considered to have abandoned your Pennsylvania domicile and shall be ineligible for a State Grant award unless and until you register to vote in Pennsylvania. If you again register to vote in Pennsylvania, you should contact PHEAA immediately.

PHEAA shall make the final decision on all matters pertaining to domicile.

**Enrollment Status** - Half-time is defined as at least six (6) semester credits but less than twelve 12 semester credits per semester (or the equivalent). Full-time is defined as the equivalent of at least twelve 12 semester credits per semester. For Institutions operating on clock hours, full-time is normally the equivalent of 450 clock hours per term or payment period.

**Financial Data** - In order to be eligible to receive a State Grant award you/your family must demonstrate sufficient financial need as determined by PHEAA's approved award formula in place for the applicable award year. The applicant, the applicant's parents/stepparents, and/or spouse who provided financial data on the FAFSA shall also, if requested by PHEAA, (i) provide PHEAA with relevant financial data, including copies of state and federal income tax returns and/or other relevant documents; and/or (ii) authorize the Director of the Pennsylvania Personal Income Tax Bureau and the District Director of the Internal Revenue Service to release to PHEAA a copy or extract of state and federal income tax returns or transcripts filed by such person.

**Secondary School Graduation** - You must be (i) a graduate of an approved secondary school (including those in American Territories, American military bases overseas and those located in foreign countries if they have American accreditation); (ii) the recipient of a Commonwealth secondary school diploma or the equivalency diploma of another state; or (iii) the recipient of any diploma or certificate accepted and/or approved by the Pennsylvania Department of Education as fulfillment of the secondary school graduation requirement. Diplomas issued through distance learning or correspondence courses do not fulfill the secondary school graduation requirement.

**Maximum Number of State Grants** - Students are limited to a maximum number of State Grant awards even though some students may require additional terms to complete their program. Students enrolled in an associate degree program are typically limited to two academic year State Grants awards (2.00 grants). By law, no student may receive more than four academic year State Grant awards (4.00 grants) except students enrolled in a bona fide five-year program or specially approved five-year cooperative work-study program. This is also true for students enrolling part-time, with each term award counting as one-half of a full-time term. A summer State Grant award is included in the maximum number of State Grant awards that you may receive.

**Processing Applications** - Upon receipt of an application and the required financial data, PHEAA will review the application form for completeness. Where the form is found to be incomplete, additional data will be requested and final processing of the application will be discontinued until all requested data is supplied by the applicant, the applicant's parents/stepparents, and/or the applicant's spouse. In its sole discretion, PHEAA may terminate the processing of an incomplete application when the additional data is not supplied to PHEAA after two requests.

**Program of Study** - Your total program of study must be at least two academic years in length and must be approved by PHEAA for eligibility in the Pennsylvania State Grant Program. Two academic years is defined as the equivalent of a minimum of 60 semester credits or 1,800 clock hours of instruction (1,500 clock hours in the case of programs leading to the Associate in Specialized Business or Specialized Technology degree). The program of study must be structured so that at least 50 percent of the total credits/clock hours required for completion are earned through classroom instruction. This requirement may be exempted for students attending schools participating in the Distance Education Pilot Program.

# Rights and Responsibilities Certification Document

**Undergraduate Enrollment** - You must be enrolled as an undergraduate on at least a half-time basis and must not have received or completed all requirements for your first baccalaureate or professional degree. Remedial, developmental, or foundation courses may, under certain circumstances, count toward the minimum number of credits necessary for enrollment (contact your financial aid administrator to discuss your circumstances). At least 50 percent of each term's credits/clock hours must be earned through classroom instruction. This requirement may be exempted for students attending schools participating in the Distance Education Pilot Program. If you have a medical disability as defined by the Americans with Disabilities Act (ADA) and you are enrolled in a program of study that is structured to allow you to complete at least 50% of your credits or clock hours in the classroom, you may request an exception to the 50% classroom term enrollment requirement by completing the ADA Accommodation Request Form and providing all supporting materials required by PHEAA.

**Veteran Status** - To be considered a veteran for State Grant aid you must have (i) engaged in active service in the United States Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard); or (ii) as an enlistee of the National Guard or Reserves, been activated for duty other than state or training; or (iii) been a cadet or midshipman at one of the service academies. In any event, you must have been released under a condition other than dishonorable, uncharacterized, bad conduct or other than honorable conditions and, if not a veteran now, will be one by June 30 of the award year for which aid is being requested.

## **Section III - Privacy, Information on the Privacy Act and Use of Your Social Security Number**

In general, PHEAA collects information to verify your information, to determine if you are eligible for a State Grant and to administer your State Grant. For a specific description and use of information collected, refer to PHEAA's Privacy Policy, which is available at [www.pheaa.org](http://www.pheaa.org).

The Privacy Act of 1974 requires that each federal, state, or local agency that asks for your Social Security Number or other information must tell you the following:

1. Its legal right to ask for the information and whether the law says you must give it;
2. What purpose the agency has in asking for it and how it will be used; and
3. What could happen if you do not provide it

We require your Social Security Number to verify your identity, process your application, and maintain your record, including your college attendance, progress, and your receipt of State Grant funds. If you do not provide your Social Security Number, you will not receive State Grant aid. Pennsylvania State Grant applicants are hereby advised that disclosure of their Social Security Number is and has been a requirement and a condition for participation in the Pennsylvania State Grant Program since its inception. PHEAA, without such an identifier, would have difficulty in maintaining proper program records. Section 7(a)(2) of the Privacy Act provides that an agency may continue to require the disclosure of an individual's Social Security Number where the agency required this disclosure under statute or regulations prior to January 1, 1975, in order to verify the identity of the individual. Beginning in 1966 with Form S-1A-66 (First Application), applicants have been required to answer all questions completely or face disqualification for State Grant assistance. All subsequent forms utilized by PHEAA contain the Social Security Number or account number as the identifier of the applicant, including State Grant award announcements to the student and the Institution's financial aid administrator.

PHEAA's Board of Directors on February 27, 1969 adopted regulations including Article IV-Scholarship Program Requirements and Procedures, Section 4.4, dealing with processing of applications, which provides that all requested data must be received for scholarship consideration. Based upon the same legal authority, PHEAA also requires the parent's, stepparent's, and/or spouse's Social Security Number on the application. The parent's, stepparent's, and/or spouse's Social Security Number will be used by PHEAA to obtain family income information from the Pennsylvania Department of Revenue, Bureau of Individual Taxes. The information is necessary for evaluating the applicant's need for State Grant aid.

## **Section IV: Statement of Certification and Authorization**

Irrespective of the use of singular or plural pronouns, the following applies to all persons that submit an Application, sign the "Statement of Certification and Authorization" or accept a State Grant award.

By submitting the Application, signing the Statement of Certification and Authorization, or by accepting a State Grant award:

- (i) I/we authorize PHEAA for any year in which the applicant is considered for State Grant aid: to make public announcement of any State Grant award, including the institution of attendance and other information categorized as directory information; to disclose your contact information, including your email address, to other state agencies and legislators; to disclose to postsecondary institution(s) selected by the applicant and to others administering financial aid which may bear on eligibility under the application, all information on any application and any information, communication and/or documentation submitted to or acquired by PHEAA at any time, including state and federal tax documents obtained hereunder; to use the data from any application to determine the applicant's eligibility for State Grant assistance as necessary; to direct the Director of the Pennsylvania Department of Revenue, Bureau of Individual Taxes to submit to PHEAA a certified copy or extract of my/our Pennsylvania state income tax return(s) filed for the year(s) designated by PHEAA; and to direct other federal, state and local government agencies to release to PHEAA information in their possession which may bear on my/our eligibility. I/we also agree to submit, or authorize PHEAA to obtain from the District Director of the Internal Revenue Service, a certified copy or extract of my/our federal income tax return(s) and documents for the year(s) designated by PHEAA and that failure to provide such copies or authorization, when requested to do so by PHEAA, may result in ineligibility for State Grant aid and the requirement to refund to PHEAA previously awarded State Grants. I/we understand that all documents submitted to PHEAA become the property of PHEAA and cannot be returned.
- (ii) I/we declare under penalty of the criminal laws of the Commonwealth of Pennsylvania that the information provided on the Pennsylvania State Grant Form, as well as any information and documents that I/we have submitted and/or subsequently submit, have been examined by me/us and to the best of my/our knowledge such information is true, correct and complete. If PHEAA determines subsequent to a State Grant award that the applicant was awarded a State Grant for which the applicant was not eligible, I/we agree to pay back the entire amount of the State Grant. Moreover, if PHEAA determines that the ineligibility resulted from a misrepresentation, I/we agree to pay back to PHEAA not less than three (3) times the amount of the aid received. I/we understand that Pennsylvania law permits PHEAA to seek civil damages and criminal prosecution for such overawards and misrepresentations, which may include monetary fines and imprisonment.
- (iii) I, the applicant, authorize and direct the institution at which I am enrolled to release to PHEAA any records or other information in the possession of the institution or any of its officers or agents which relate to my record at their institution or bear upon my eligibility for State Grant assistance. If a State Grant is awarded, I certify that it will be used only for educational expenses such as tuition, fees, books, room and/or board.
- (iv) I/we certify that I have read and reviewed and understand the entire 'Rights and Responsibilities Certification Document' and PHEAA's Privacy Policy.

# 2016-17 BUSINESS, TRADE, AND TECHNICAL SCHOOLS

PROGRAM CODES ARE UNDER EACH INSTITUTION'S NAME

**ALL STATE CAREER SCHOOL - ALLIED HEALTH CAMPUS, Essington**  
 8H - Paramedic

**ANTONELLI INSTITUTE OF ART & PHOTOGRAPHY, Erdenheim**  
 7P - Professional Photography  
 95 - Commercial Art

**AUTOMOTIVE TRAINING CENTER, Exton and Warminster Campuses**  
 8A - Collision Reconditioning Technology  
 8B - Automotive Technology  
 8I - Automotive Technology - HP/Diesel

**AVIATION INSTITUTE OF MAINTENANCE, Philadelphia**  
 79 - Aviation Maintenance Technician-Electronics  
 84 - Aviation Maintenance Technician

**BERKS TECHNICAL INSTITUTE, Wyomissing**  
 7B - Early Childhood Education  
 7D - Dental Assistant  
 7J - Graphic Design  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 8M - Network/Internet Professional  
 63 - Business Administration/Management  
 68 - Web Design  
 76 - Drafting Technology  
 87 - Accounting  
 89 - Medical Assistant Sciences  
 90 - Paralegal/Legal Secretary

**BRADFORD SCHOOL, Pittsburgh**  
 7D - Dental Assisting  
 7J - Graphic Design Management  
 8M - Network Management  
 9B - Hospitality & Travel Management  
 63 - Office Administration  
 64 - Merchandising Management  
 65 - Accounting Administration  
 84 - Medical Assisting Management  
 86 - Computer Applications & Programming  
 90 - Legal Secretarial w/Office Technology  
 92 - Paralegal Studies

**BRIGHTWOOD CAREER INSTITUTE, Broomall**  
 89 - Medical Assisting

**BRIGHTWOOD CAREER INSTITUTE, Franklin Mills**  
 8U - Respiratory Therapy  
 9J - Computer Networking Technology

**BRIGHTWOOD CAREER INSTITUTE, Harrisburg**  
 7D - Medical Assistant  
 7X - Criminal Justice  
 65 - Computer Network Technology  
 87 - Business Administration  
 95 - Digital Arts

**BRIGHTWOOD CAREER INSTITUTE, Philadelphia**  
 7X - Criminal Justice

**BRIGHTWOOD CAREER INSTITUTE, Pittsburgh**  
 7X - Business Administration/Criminal Justice  
 63 - Business Administration  
 72 - Accounting Management  
 92 - Occupational Therapy Assistant

**CAREER TRAINING ACADEMY, Lower Burrell, Monroeville, and Northway Mall Campuses**  
 7L - Advanced Bodyworking  
 89 - Medical Assistant  
 92 - Advanced Medical Coder/Biller

**COMMONWEALTH TECHNICAL INSTITUTE, Johnstown**  
 7D - Dental Lab Technology AST  
 7F - Mechanical Drafting AST  
 7J - Architectural Drafting AST  
 9G - Culinary Arts AST  
 64 - Networking & Telecommunications Technician AST  
 87 - Fiscal Technician ASB  
 89 - Medical Office Assistant ASB

**CONSOLIDATED SCHOOL OF BUSINESS, Lancaster and York Campuses**  
 64 - Computerized Office Management  
 65 - Computerized Accounting Management  
 72 - Business Administration/Management Trainee  
 89 - Medical Administrative Assistant  
 90 - Legal Administrative Assistant

**DEAN INSTITUTE OF TECHNOLOGY, Pittsburgh**  
 7S - Electrical Technician  
 8T - Air Conditioning/Refrigeration Technology

**DOUGLAS EDUCATION CENTER, Monessen**  
 7J - Allan & Wilson's Illustration & Airbrush Art  
 61 - Tom Savini's Special Make-Up Effects  
 68 - The Factory Digital Filmmaking Program at Douglas  
 76 - Graphic Design & Web  
 92 - Medical Business Administration

**ERIE INSTITUTE OF TECHNOLOGY**  
 7J - Multimedia Graphic Design  
 8M - Network & Database Professional  
 75 - Electronic Engineering Technology  
 89 - Biomedical Equipment Technology

**FORTIS INSTITUTE, Erie**  
 7D - Dental Hygienist  
 7H - Electrical Trades with Industrial Practices  
 7K - Construction Management  
 7N - Health Information Technology  
 7T - Practical Nursing  
 7W - Welding & Fabrication Technology  
 7X - Criminal Justice  
 8P - Cosmetology Education & Salon Management  
 8T - Heating, Ventilation, Air Conditioning, Refrigeration and Business Practices  
 9F - Medical Assisting Specialist  
 65 - Computer Information Systems/Networking  
 68 - Computer Information Systems/Digital, Graphic & Multimedia Design  
 70 - Paralegal  
 72 - Business Administration/Marketing & Management  
 75 - Computer Information Systems/Programming  
 84 - Professional Administrative Assistant  
 87 - Business Administration/Accounting

**FORTIS INSTITUTE, Forty Fort**  
 92 - Medical Assisting Technology

**FORTIS INSTITUTE, Scranton**  
 7D - Expanded Function Dental Assistant  
 7E - Dental Hygiene  
 7T - Practical Nursing  
 92 - Medical Assisting Technology

**GREAT LAKES INSTITUTE OF TECHNOLOGY, Erie**  
 7M - Diagnostic Medical Sonographer  
 9H - Surgical Technologist  
 91 - Health Information Technology

**INSTITUTE OF MEDICAL CAREERS, Erie**  
 7M - Medical Assisting Technician  
 92 - Medical Records Technician

**INSTITUTE OF MEDICAL CAREERS, Pittsburgh**  
 7M - Medical Assisting Technician  
 63 - Business Admin/Accounting  
 72 - Business Admin/Marketing/Mgmt  
 92 - Medical Records Technician

**JNA INSTITUTE OF CULINARY ARTS, Philadelphia**  
 9E - Culinary Arts/Restaurant Management

**KEYSTONE TECHNICAL INSTITUTE, Harrisburg**  
 7B - Early Childhood Education  
 7C - Health Information Technology  
 7D - Dental Assistant Specialist  
 7L - Professional Massage Therapy Specialist  
 7R - Residential Carpentry  
 7S - Electrician Residential and Commercial  
 7X - Criminal Justice  
 8G - Holistic Health & Fitness Science  
 9D - Baking/Pastry Arts Management  
 9E - Culinary Arts Specialist  
 65 - Computer Network & Internet Technologies  
 89 - Medical Assistant Specialist  
 90 - Paralegal Specialist

**LANSDALE SCHOOL OF BUSINESS, North Wales**  
 63 - Business Administration/Office Operations Management  
 64 - Computer Technologies/Web Administration  
 65 - Computer Technologies/Network Administration  
 68 - Computer Technologies/Web Design  
 76 - Computer Technologies/Computer Graphics & Design  
 84 - Computer Technologies/Computer Applications Management  
 85 - Business Administration/Marketing/Management  
 87 - Business Administration/Accounting/Management  
 89 - Allied Health/Medical Assistant  
 90 - Business Administration/Paralegal

**LAUREL BUSINESS INSTITUTE, INC., Uniontown**  
 7B - Early Childhood Education  
 7D - Medical Assistant  
 7L - Therapeutic Massage  
 7M - Medical Laboratory Technician  
 7S - Electrical Technician  
 8P - Cosmetology  
 8U - Respiratory Therapy  
 72 - Accounting & Business Administration  
 76 - Computer Software  
 87 - Accounting  
 88 - Administrative Office Technology  
 89 - Medical Billing & Coding  
 92 - Medical Office Administration

**LAUREL TECHNICAL INSTITUTE, INC., Meadville**  
 7B - Early Childhood Education  
 8P - Cosmetology  
 76 - Computer Software  
 77 - Network Administration & Security  
 84 - Administrative Office Technology  
 85 - Accounting and Business Administration  
 89 - Medical Assistant  
 91 - Health Information Technology

**LAUREL TECHNICAL INSTITUTE, INC., Sharon**  
 7M - Medical Laboratory Technician  
 7S - Electrical Technician  
 8P - Cosmetology  
 8U - Respiratory Therapy  
 76 - Computer Software  
 77 - Network Administration & Security  
 84 - Administrative Office Technology  
 85 - Business Administration  
 89 - Medical Assistant  
 91 - Health Information Technology

**LINCOLN TECHNICAL INSTITUTE, Allentown**  
 65 - Computer and Network Support Technician  
 75 - Electronic Engineering Technology  
 89 - Medical Assisting & Administration Technology

**LINCOLN TECHNICAL INSTITUTE, Northeast Philadelphia and Center City Campuses**  
 89 - Medical Assisting & Administration Technology

**LINCOLN TECHNICAL INSTITUTE, Torresdale**  
 7A - Automotive Service Management

**MCCANN SCHOOL OF BUSINESS, Allentown**  
 7D - Medical Laboratory Technician  
 7M - Medical Assisting  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 8F - Commercial and Industrial Maintenance Technician  
 8K - Human Services Assistant  
 9H - Surgical Technology  
 64 - Network Administration & Security  
 85 - Business Administration

**MCCANN SCHOOL OF BUSINESS, Carlisle**  
 7M - Medical Assisting  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 9H - Surgical Technology  
 64 - Network Administration & Security  
 85 - Business Administration  
 92 - Paralegal

**MCCANN SCHOOL OF BUSINESS, Dickson City**  
 7B - Early Childhood Education  
 7M - Medical Assisting  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 63 - Administrative Office Technology  
 64 - Network Administration & Security  
 85 - Business Administration  
 86 - Computer Science & Programming  
 87 - Business Administration/Accounting  
 88 - Office Technology/Legal/Medical  
 92 - Business Administration/Paralegal

**MCCANN SCHOOL OF BUSINESS, Hazleton**  
 7B - Early Childhood Education  
 7L - Professional Massage Therapy  
 7N - Medical Assisting  
 7N - Electronic Health Records  
 7W - Welding Technology  
 7X - Criminal Justice  
 8F - Commercial & Industrial Maintenance Technician  
 8H - Paramedic  
 9H - Human Resources Management  
 64 - Network Administration & Security  
 85 - Business Administration  
 86 - Computer Science & Programming  
 92 - Business Administration/Paralegal

**MCCANN SCHOOL OF BUSINESS, Lewisburg**  
 7D - Medical Laboratory Technician  
 7L - Professional Massage Therapy  
 7M - Medical Assisting  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 9H - Surgical Technology  
 64 - Network Administration & Security  
 85 - Business Administration  
 92 - Business Administration/Paralegal

**MCCANN SCHOOL OF BUSINESS, Pottsville**  
 7B - Early Childhood Education  
 7L - Professional Massage Therapy  
 7M - Medical Assisting  
 7X - Criminal Justice  
 8K - Human Services Assistant  
 8T - Heating, Ventilation, Air Conditioning & Refrigeration  
 64 - Network Administration & Security  
 78 - Electrical Systems  
 85 - Business Administration  
 87 - Business Administration/Accounting  
 88 - Office Technology/Legal/Medical  
 92 - Business Administration/Paralegal

**MCCANN SCHOOL OF BUSINESS, Wilkes-Barre**  
 7M - Medical Assisting  
 7N - Electronic Health Records  
 7X - Criminal Justice  
 7Y - Security & Investigations  
 64 - Network Administration & Security  
 85 - Business Administration  
 87 - Accounting  
 92 - Paralegal

**METROPOLITAN CAREER CENTER, Philadelphia**  
 64 - Computer Technology/Software Option  
 65 - Computer Technology Web Design/Programming  
 68 - Computer Technology/Computer Support Specialist

**NEW CASTLE SCHOOL OF TRADES, Pulaski**  
 7G - Construction Trades  
 7K - Building Technology  
 8C - Automotive Technology  
 8F - Machine Technology  
 8T - Refrigeration and A/C Technology  
 77 - Electrical Technology

**ORLEANS TECHNICAL INSTITUTE, Philadelphia**  
 90 - Court Reporting

**PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL, Washington**  
 8T - Air Conditioning/Heating & Ventilation  
 65 - Network Administrator  
 76 - Computer Aided Drafting and Design  
 87 - Business Administration  
 89 - Medical Office Administration  
 92 - Medical Assistant

**PENNA GUNSMITH SCHOOL, Pittsburgh**  
 83 - Master Gunsmithing

**PENSCO TECH, Bristol**  
 8A - Auto Body, Paint & Mechanical Technology  
 8C - Automotive Technology

**PENNSYLVANIA INSTITUTE OF HEALTH & TECHNOLOGY, Lemont Furnace**  
 89 - Medical Assisting  
 92 - Medical Office Administration

**PITTSBURGH CAREER INSTITUTE, Pittsburgh**  
 7D - Pharmacy Technician  
 8G - Diagnostic Sonographer  
 8U - Respiratory Therapy  
 9H - Surgical Technology  
 9J - Veterinary Technology  
 89 - Medical Assistant Specialist

**PITTSBURGH INSTITUTE OF AERONAUTICS**  
 8D - Aviation Electronics Technician  
 84 - Aeronautics Maintenance Technician

**BUSINESS, TRADE, AND TECHNICAL SCHOOLS  
PROGRAM CODES ARE UNDER EACH INSTITUTION'S NAME**

*(continued from previous page)*

**PITTSBURGH INSTITUTE OF MORTUARY  
SCIENCE**

- 8K - Funeral Services Arts & Sciences
- 9F - Funeral Services Management

**ROSEDALE TECHNICAL COLLEGE, Pittsburgh**

- 8B - Automotive Technology
- 8I - Diesel Technology
- 8T - HVAC Technology
- 9T - Industrial Technician
- 9U - Collision Repair Technology
- 63 - Applied Business Management
- 77 - Electrical Technology

**SOUTH HILLS SCHOOL OF BUSINESS AND  
TECHNOLOGY, Altoona**

- 7T - Medical Assistant
- 7X - Criminal Justice
- 64 - Administrative Professional
- 65 - Information Technology
- 85 - Business Administration/Accounting
- 87 - Business Administration/Management & Marketing
- 89 - Admin Medical Assistant
- 92 - Health Information Technology

**SOUTH HILLS SCHOOL OF BUSINESS AND  
TECHNOLOGY, Lewistown**

- 7T - Medical Assistant
- 7X - Criminal Justice
- 64 - Administrative Professional
- 65 - Information Technology
- 87 - Business Administration/Management & Marketing

**SOUTH HILLS SCHOOL OF BUSINESS AND  
TECHNOLOGY, State College**

- 7J - Graphic Arts
- 7M - Diagnostic Medical Sonography
- 7T - Medical Assistant
- 7X - Criminal Justice
- 64 - Administrative Professional
- 65 - Information Technology
- 73 - Business Administration/Management & Marketing
- 83 - Engineering Technology
- 85 - Business Administration/Accounting
- 89 - Admin Medical Assistant
- 92 - Health Information Technology

**TRIANGLE TECH, INC., Bethlehem and  
Sunbury Campuses**

- 7H - Maintenance Electricity & Construction Technology
- 7K - Carpentry & Construction Technology
- 7W - Welding & Fabrication Technology

**TRIANGLE TECH, INC., Dubois**

- 7H - Maintenance Electricity & Construction Technology
- 7W - Welding & Fabrication Technology
- 68 - Computer Aided Drafting and Design

**TRIANGLE TECH, INC., Erie**

- 7H - Maintenance Electricity & Construction Technology
- 68 - Computer Aided Drafting and Design

**TRIANGLE TECH, INC., Greensburg**

- 7H - Maintenance Electricity & Construction Technology
- 7W - Welding and Fabrication Tech
- 8T - Refrigeration-Heating-Vent-Air Conditioning w/Solar
- 68 - Computer Aided Drafting and Design

**TRIANGLE TECH, INC., Pittsburgh**

- 7H - Maintenance Electricity & Construction Technology
- 7K - Carpentry & Construction Technology
- 7W - Welding Fabrication Technology
- 8T - Refrigeration-Heating-Vent-Air Conditioning w/Solar
- 68 - Computer Aided Drafting and Design

**UNIVERSAL TECHNICAL INSTITUTE, Exton**

- 8A - Automotive Technology w/FACT
- 8B - Automotive/Diesel & Industrial Technology
- 8C - Automotive/Diesel & Industrial Technology w/FACT
- 8I - Automotive/Diesel & Industrial Technology w/TPAT
- 8J - Automotive Technology w/TPAT

**VET TECH INSTITUTE, Pittsburgh**

- 9J - Veterinary Technician

**WRIGHTCO TECHNOLOGIES TECHNICAL  
TRAINING INSTITUTE, Ebensburg**

- 8N - Communications Specialist & Certification

**YTI CAREER INSTITUTE, Altoona**

- 7X - Criminal Justice & First Response
- 8U - Respiratory Therapy
- 64 - Computer Systems Technician
- 85 - Business Administration
- 92 - Medical Assistant

**YTI CAREER INSTITUTE, Lancaster**

- 7X - Criminal Justice & First Response
- 9G - Culinary Arts/Restaurant Management
- 91 - Health Information Technology
- 92 - Medical Assistant

**YTI CAREER INSTITUTE, York**

- 9J - Veterinary Technician
- 64 - Computer Systems Specialist
- 68 - Computer Aided Drafting & Design/ Architectural/Civil
- 78 - Electronics Engineering Technology/ Electronic Systems
- 90 - Business Administration - Business Operations Management
- 92 - Medical Assistant