



# WYOMING WORKS STUDENT GRANTS AT NWC Frequently Asked Questions

*Effective: 6.1.22*

1. [What is Wyoming Works?](#)
2. [Are all Wyoming Works programs available at each Wyoming Community College?](#)
3. [Which academic programs are part of Wyoming Works at NWC?](#)
4. [Is there a student grant available to assist me with the cost of a Wyoming Works program?](#)
5. [What are the eligibility requirements of the student grant?](#)
6. [If I'm interested in a non-credit Wyoming Works program, is there anything special about non-credit programs I should know?](#)
7. [How do I apply?](#)
8. [If I'm eligible for a student grant, how is my award calculated?](#)
9. [Are there other financial aid options I can explore to help with the cost of my Wyoming Works program?](#)
10. [My Wyoming Works program will span more than one semester, what must I do to receive the second half of the student grant?](#)
11. [What is Satisfactory Academic Progress \(SAP\)?](#)
12. [Do I need to reapply for a Wyoming Works student grant each semester?](#)
13. [How many Wyoming Works student grants can I receive?](#)
14. [If I received a Wyoming Works student grant while enrolled in a Wyoming Works program at NWC and I have since graduated from that program, can I enroll in another Wyoming Works program and get another Wyoming Works student grant?](#)
15. [If I graduated from a Wyoming Works program at one Wyoming Community College and received a student grant while in that program, can I transfer to another Wyoming Works program at a different Wyoming Community College and get another Wyoming Works student grant?](#)
16. [I am enrolled in a Wyoming Works program that is delivered under a Consortium Agreement. What does that mean?](#)
17. [If I am enrolled in a Wyoming Works program that is delivered under a Consortium Agreement, can I receive a Wyoming Works student grant?](#)
18. [I am enrolled in a Wyoming Works program but I was told I am ineligible for a student grant. Is there anything I can do?](#)
19. [I am ineligible for a Wyoming Works student grant due to failing to meet Satisfactory Academic Progress \(SAP\) requirements and I do not have grounds for an appeal \(or my appeal was denied\). Is there anything I can do?](#)

## What is Wyoming Works?

Wyoming Works is a state program that provides grants for students and funding for community colleges in select technical programs that meet labor and economic development needs.

[\(Return to TOC\)](#)

## Are all Wyoming Works programs available at each Wyoming Community College?

No.

In 2019 and again in 2022, each Wyoming Community College choose a selection of its academic for-credit & non-credit programs to submit to the Wyoming Community College Commission. The Commission determined if each submitted program meets the eligibility requirements necessary to be deemed a Wyoming Works program. Approved academic programs are eligible for Wyoming Works student grants at their respective college location as long as the college has funds remaining in its annual grant allocation from the Wyoming Community College Commission. Since each college selected its academic programs to submit, approved Wyoming Works programs may differ from college to college.

[\(Return to TOC\)](#)

## Which academic programs are part of Wyoming Works at NWC?

It is important to recognize that the list of NWC's approved Wyoming Works programs may change as the Wyoming Community College Commission evaluates the College's annual academic program submissions. Therefore, Wyoming Works programs are subject to change each academic year and there is no guarantee that any specific academic program will remain approved as a Wyoming Works program for any subsequent academic year. Additionally, the College may elect to not award Wyoming Works student grants to all of its Wyoming Works approved academic programs. Finally, the classification of each academic program ("critical", with a greater annual Wyoming Works student grant award and "standard", with a smaller annual student grant award) may change from year to year.

The 2019-20 list of approved Wyoming Works at NWC is:

Approved Area of Study	Credential (or Classes, as noted)	Length
<b>Credit Programs</b>		
Advanced Welding	Certificate: <i>Skills Certificate (S.C.)</i>	2.0 years (4.0 semesters)
Aeronautics	Degree: AAS	2.0 years (4.0 semesters)
Agriculture – Farm & Ranch Management	Degree: AAS	2.0 years (4.0 semesters)
Agriculture – Production	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	1.0 years (2.0 semesters)
Agriculture – Production	Degree: AS	2.0 years (4.0 semesters)
Archaeological Technician	Certificate: <i>Skills Certificate (S.C.)</i>	0.5 years (1.0 semesters)
Archaeological Technician	Degree: AS	2.0 years (4.0 semesters)
Basic EMT to Advanced EMT	Certificate: <i>Skills Certificate (S.C.)</i>	0.5 years (1.0 semesters)
Business	Degree: AAS	2.0 years (4.0 semesters)
Coach – Head	Certificate: <i>Skills Certificate (S.C.)</i>	0.5 years (1.0 semesters)
Computer Science	Degree: AS	2.0 years (4.0 semesters)
Criminal Justice	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	1.0 years (2.0 semesters)
Criminal Justice	Degree: AAS	2.0 years (4.0 semesters)
Drafting Technology	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Drafting Technology	Degree: AAS	2.0 years (4.0 semesters)
Electrical Apprenticeship Technical Studies	Degree: AAS	4.0 years (8.0 semesters)
Emergency Medical Services – Paramedicine	Degree: AAS	2.0 years (4.0 semesters)
EMT Advanced	Classes: <i>EMT 2500 course (1.0 course, 8.0 total credits)</i>	0.5 years (1.0 semesters)
EMT Basic	Classes: <i>EMT 1500 course (1.0 course, 8.0 total credits)</i>	0.5 years (1.0 semesters)
Equine Business Management	Degree: AAS	2.0 years (4.0 semesters)
Equine Care & Basic Riding	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Equine Riding	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	2.0 years (4.0 semesters)
Equine Riding	Degree: AAS	2.0 years (4.0 semesters)
Equine Training	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	2.0 years (4.0 semesters)
Equine Training	Degree: AAS	2.0 years (4.0 semesters)
Gas Metal Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Gas Tungsten Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Graphic Design	Degree: AA	2.0 years (4.0 semesters)
Graphic Design	Degree: AAS	2.0 years (4.0 semesters)
Medical Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Medication Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	0.25 years (8 -weeks)
Music Technology	Degree: AAS	2.0 years (4.0 semesters)

Nursing Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	0.5 years (1.0 semesters)
Nursing Assistant II (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	0.25 years (8 -weeks)
Outdoor Recreation Leadership	Degree: AAS	2.0 years (4.0 semesters)
Phlebotomy AMT Certification	Classes: <i>HLSC 1.0060 &amp; 1.0970 (2.0 courses, 5.0 total credits)</i>	0.5 years (1.0 semesters)
Photographic Communications	Degree: AAS	2.0 years (4.0 semesters)
Robotics Technology	Certificate: <i>Skills Certificate (S.C.)</i>	1.0 years (2.0 semesters)
Veterinary Assistant	Degree: AAS	2.0 years (4.0 semesters)
Welding	Certificate: <i>Skills Certificate (S.C.)</i>	2.0 years (4.0 semesters)
Welding	Degree: AAS	2.0 years (4.0 semesters)

### Non-Credit Programs

Cyber Security	Program (1 class)	2-month expectation
Healthcare Environmental Services	Program (1 class)	6-weeks expectation
Heavy Equipment Simulators:		
1. Forklift Simulator	Certificate (3 simulators)	3-month expectation (each simulator = 1 month)
2. Hydraulic Excavator Simulator		
3. Mobile Crane Simulator		
HVAC I Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
HVAC II Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
HVAC III Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
HVAC IV Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
Meat Cutting & Butchery	Program (1 class)	3- month expectation
Plumbing I Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
Plumbing II Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
Plumbing III Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
Plumbing IV Apprenticeship	Program (1 class)	0.5 years (1.0 semesters)
Surgical Technician	Program (1 class)	1.0 years (2.0 semesters)
WITS Personal Training	Program (1 class)	1-month expectation

[\(Return to TOC\)](#)

## Is there a student grant available to assist me with the cost of a Wyoming Works program?

There is!

NWC has an allocation of funds from the Wyoming Community College Commission that it may award to students as Wyoming Works student grants. Space and grant funding are limited and are offered on a first to apply, first considered basis. Not all applicants will qualify for a Wyoming Works student grant, and not all who qualify may receive an award. The annual amount of a student grant corresponds to the classification of the specific Wyoming Works program. Some Wyoming Works programs are deemed “standard” and have a maximum annual student grant of \$1,680. Some are deemed “critical” and have a maximum annual student grant of \$3,360. The amount of student grant for which you may qualify will be based on:

1. The classification of the program in which you are enrolled;
2. Your “unmet financial need”, as determined by the Free Application for Federal Student Aid (FAFSA, <https://fafsa.gov>); and
3. The College’s unallocated allocation balance that remains in the academic year in which you are enrolled.

[\(Return to TOC\)](#)

## What are the eligibility requirements of the student grant?

For each semester to which a Wyoming Works student grant applies, you:

1. Must demonstrate Wyoming residency.
2. Must be enrolled in an approved Wyoming Works program at that specific WY Community College.
3. Must apply for a Wyoming Works student grant prior to commencement of current semester in their Wyoming Works program.
4. Must have reached 18 years of age prior to applying for a Wyoming Works student grant.
5. Must file and fully complete a Free Application for Federal Student Aid (FAFSA) for each academic year if the student is expected to receive a Wyoming Works student grant in a second or subsequent academic year.
6. Must have *Unmet Financial Need* as calculated by the college’s financial aid office using federal Title IV Needs Analysis calculation for each academic year in which a Wyoming Works student grant is considered.
7. Must be a US citizen or permanent resident alien who meets the definition of an eligible noncitizen under federal Title IV requirements for each academic year in which a Wyoming Works student grant is considered.
8. Must not be in default of a federal Title IV education loan for each academic year in which a Wyoming Works student grant is considered.

9. Must not owe a refund under federal Title IV student financial aid program or subsequently enacted similar federal student financial aid program, or a student financial aid program administered through the state of Wyoming for each academic year in which a Wyoming Works student grant is considered.
10. Must not be receiving (or expected to receive) a Hathaway Scholarship for each academic year in which a Wyoming Works student grant is considered.
11. Must have requested transference of academic transcript and records of previous Wyoming Works student grants received prior to commencing enrollment in an approved Wyoming Works program at a new WY community college after transferring from a previous enrollment in a Wyoming Works program at a different WY community college.
12. Must have earned a high school/home school or state equivalence certificate if admittance into the Wyoming Works program requires it and the college provides student assistance in achieving the diploma or equivalency certificate.
13. Must have maintain continuous enrollment in each payment period while enrolled in a Wyoming Works program if the Wyoming Works program spans more than one academic semester and the student is expected to receive a second or subsequent disbursement of a Wyoming Works student grant.
14. Must have met Satisfactory Academic Progress (SAP) requirements as mandated by the specific Wyoming Works program in which the student is enrolled.
15. Must not have exceeded the lifetime limit of Wyoming Works student grant receipts (maximum of three academic years) if the student is expected to receive a second or subsequent disbursement of a Wyoming Works student grant.
16. The College has remaining Wyoming Works student grant funds to award within its annual budget allocation for each academic year in which a Wyoming Works student grant is considered.

[\(Return to TOC\)](#)

**If I'm interested in a non-credit Wyoming Works program, is there anything special about non-credit programs I should know?**

Yes.

Historically, non-credit programs offer students substantial enrollment flexibility (ex. when to apply for the program, actually begin the program, how fast to progress through the program, how completion (or failure to complete) the program is measured, etc.). Unfortunately, the Wyoming Works Student Grant program limits many of those enrollment flexibilities in the non-credit program approved for Wyoming Works Student Grants.

Because there are substantial eligibility requirements (such as applying for admission to the program, filing & completing a FAFSA for each year of enrollment, applying for the Wyoming Works Student grant each year prior to beginning the program, etc.), the timing of how you enroll in a non-credit Wyoming Works approved program and when you apply for a Wyoming Works Student Grant is critically important. If you do not complete the enrollment/application steps in the correct order, you may inadvertently render yourself ineligible for Student Grant consideration. For the steps you should follow, see the "[How do I apply?](#)" section below.

Unfortunately, the Wyoming Works Student Grant eligibility rules are not flexible, as they are included in both the WY state statute authorizing the creating & existence of the Wyoming Works Student Grant program, and the WY Community College Commission's Rules on Wyoming Works Student Grant operations, both of which are bound by Wyoming law. The Financial Aid Office must adhere to all student eligibility requirements, as described above, when considering an applicant's eligibility for a Wyoming Works Student Grant. Therefore, it is imperative that you speak to the NWC Center for Training & Development, Admissions, or Financial Aid Offices prior to enrolling in/registering for a Wyoming Works approved non-credit program or course and completing the Wyoming Works Student Grant application so that we may guide you through the enrollment/application process.

Also, since administrative operations for Wyoming Works Student Grants are processed through the College's student database, calculations for Wyoming Works Student Grants must conform to NWC semester formats and have satisfactory/unsatisfactory student achievement evaluations.

Additionally, because there are annual limits on how much Wyoming Works Student grant a student may receive, some short-length programs may not have Wyoming Works Student Grant eligibility if taken back-to-back with other Wyoming Works approved programs. For example, if you receive a Wyoming Works Student Grant for enrollment in the *Nursing Assistant Certified* program that spans the fall academic semester, you would not be eligible for another Wyoming Works Student Grant if you enroll in the *Nursing Assistant Certified II* program that begins in the spring academic semester, since it is within the same academic year and would have already consumed your Wyoming Works Student Grant eligibility for that academic year. However, since the amount of the Wyoming Works Student Grant you are apt to receive for the *Nursing Assistant Certified* program would likely exceed the cost of the *Nursing Assistant Certified* program, the Financial Aid Office strongly recommends you use any surplus Wyoming Works Student Grant amount issued to you in a "refund check" to help pay for the cost of enrollment in the *Nursing Assistant Certified II* program. This suggestion applies to any back-to-back program enrollments, such as (but not limited to):

- Completing *CNA*, then immediately enrolling in *CNA II*
- Completing *CNA*, then immediately enrolling in *Medication Assistant - Certified*

Finally, some approved Wyoming Works programs span four (4) years (*Electrical Apprenticeship, HVAC, & Plumbing*). Since a student can only receive Wyoming Works Student Grants for a maximum of three (3) academic years, the Financial Aid Office strongly

recommends you use any surplus Wyoming Works Student Grant amounts issued to you during the first three (3) academic years to help pay for your fourth (4<sup>th</sup>) academic year.

[\(Return to TOC\)](#)

## How do I apply?

To apply for consideration at NWC, complete three (3) critical steps, in this specific order:

1. Complete an NWC Wyoming Works student grant application:  
**If you are enrolling in a for-credit program: Before the semester of a Wyoming Works program begins**  
**If you are enrolling in a non-credit program: Before you enroll in the program and/or register for the course(s)**

Apply online at: <https://nwc.edu/financialaid/wyomingworks/apply>.

2. Apply for admission and enroll in a Wyoming Works program at NWC. Then, register for required courses/content within that Wyoming Works program.
3. Complete a Free Application for Federal Student Aid (FAFSA) for the academic year in which you plan to be enrolled. When submitting the FAFSA, ensure NWC's school code is entered (school code: 003931). File the FAFSA online at: <https://fafsa.gov>.

Once these three (3) steps are completed, the Financial Aid Office will be able to begin reviewing your eligibility for a Wyoming Works student grant at NWC.

[\(Return to TOC\)](#)

## If I'm eligible for a student grant, how is my award calculated?

When you file the Free Application for Federal Student Aid (FAFSA), the US Department of Education calculates something called your Expected Family Contribution (EFC), which is a measurement of your family's financial strength calculated according to a formula established by Federal law. The EFC is then subtracted from your program's Cost of Attendance (COA), the sum cost of tuition, mandatory fees, room and board, books and supplies, and travel & personal expenses associated with your program length within the academic year, along with all other grants and scholarships (called "gift aid") you are expected to receive for the academic year. If, after calculation, your COA is greater than your EFC + other grants & scholarships, you are considered to have Unmet Financial Need.

Your Wyoming Works Student Grant will be your Unmet Financial Need, up to the maximum annual Wyoming Works student grant Award (either \$1,680 or \$3,360, depending on which program you have selected and its "standard" or "critical" student grant designation). It is important to recognize that if the maximum annual award for the Wyoming Works program must be reduced to meet your Unmet Financial Need, that reduced amount is considered to be your maximum annual student grant amount and you cannot request the difference between your Unmet Financial Need amount and the Wyoming Works program classification amount in a subsequent semester during the remainder of the academic year.

For example, say your chosen Wyoming Works program had a COA of \$6,000 and is deemed a "critical" program with a maximum Wyoming Works annual student grant of \$3,360, your FAFSA determined calculated your EFC at \$1,200, and you were going to receive another scholarship for \$1,500. Your Wyoming Works student grant calculation would be as follows:

COA	\$6,000
- EFC	-\$1,200
- <u>Scholarship</u>	<u>-\$1,500</u>
Unmet Financial Need	\$3,300

Wyoming Works student grant (for the academic year)	\$3,300
---	---------

*(in this example, the Unmet Financial Need is less than the maximum annual Wyoming Works grant of \$3,360 for the chosen program. Therefore, the Wyoming Works student grant amount must be reduced to match the Unmet Financial Need amount.)*

Once your grant award amount is calculated, it will be divided equally between the fall & spring semesters unless your approved program only spans one semester, in which your student grant would be fully disbursed within that one semester. Note, if your student grant is divided equally between the fall & spring semesters, your full annual student grant would be fully disbursed and you would have no student grant eligibility for a summer semester of enrollment.

[\(Return to TOC\)](#)



**Are there other financial aid options I can explore to help with the cost of my Wyoming Works program?**

Largely, yes.

Many of the Wyoming Works programs at NWC are also eligible for institutional scholarships and federal student aid:

Approved Area of Study	Credential (or Classes, as noted)	Eligible for NWC Scholarships?	Eligible for Federal Student Aid?
<b>Credit Programs</b>			
Advanced Welding Skills	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Aeronautics	Degree: AAS	Yes	Yes
Agriculture – Farm & Ranch Management	Degree: AAS	Yes	Yes
Agriculture – Production	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No	Yes
Agriculture – Production	Degree: AS	Yes	Yes
Archaeological Technician	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Archaeological Technician	Degree: AS	Yes	Yes
Basic EMT to Advanced EMT	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Business	Degree: AAS	Yes	Yes
Coach – Head	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Computer Science	Degree: AS	Yes	Yes
Criminal Justice	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No	Yes
Criminal Justice	Degree: AAS	Yes	Yes
Drafting Technology	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Drafting Technology	Degree: AAS	Yes	Yes
Electrical Apprenticeship Technical Studies	Degree: AAS	Yes	Yes
Emergency Medical Services – Paramedicine	Degree: AAS	Yes	Yes
EMT Advanced	Classes: <i>EMT 2500 course (1.0 course, 8.0 total credits)</i>	No	No
EMT Basic	Classes: <i>EMT 1500 course (1.0 course, 8.0 total credits)</i>	No	No
Equine Business Management	Degree: AAS	Yes	Yes
Equine Care & Basic Riding	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Equine Riding	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No	No
Equine Riding	Degree: AAS	Yes	Yes
Equine Training	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No	No
Equine Training	Degree: AAS	Yes	Yes
Gas Metal Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	No	Yes
Gas Tungsten Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	No	Yes
Graphic Design	Degree: AA	Yes	Yes
Graphic Design	Degree: AAS	Yes	Yes
Medical Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No	Yes
Medication Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Music Technology	Degree: AAS	Yes	Yes
Nursing Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Nursing Assistant II (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Outdoor Recreation Leadership	Degree: AAS	Yes	Yes
Phlebotomy AMT Certification	Classes: <i>HLSC 1.0060 &amp; 1.0970 (2.0 courses, 5.0 total credits)</i>	No	No
Photographic Communications	Degree: AAS	Yes	Yes
Robotics Technology	Certificate: <i>Skills Certificate (S.C.)</i>	No	No
Veterinary Assistant	Degree: AAS	Yes	Yes
Welding	Certificate: <i>Skills Certificate (S.C.)</i>	No	Yes
Welding	Degree: AAS	Yes	Yes
<b>Non-Credit Programs</b>			
Cyber Security	Program (1 class)	No	No
Healthcare Environmental Services	Program (1 class)	No	No
Heavy Equipment Simulators:			
1. Forklift Simulator			
2. Hydraulic Excavator Simulator	Certificate (3 simulators)	No	No
3. Mobile Crane Simulator			
HVAC I Apprenticeship	Program (1 class)	No	No
HVAC II Apprenticeship	Program (1 class)	No	No
HVAC III Apprenticeship	Program (1 class)	No	No
HVAC IV Apprenticeship	Program (1 class)	No	No
Meat Cutting & Butchery	Program (1 class)	No	No
Plumbing I Apprenticeship	Program (1 class)	No	No
Plumbing II Apprenticeship	Program (1 class)	No	No
Plumbing III Apprenticeship	Program (1 class)	No	No
Plumbing IV Apprenticeship	Program (1 class)	No	No

Surgical Technician	Program (1 class)	No	No
WITS Personal Training	Program 1 (class)	No	No

Institutional scholarships and federal student aid have separate applications and eligibility requirements. For comprehensive information on all aid programs at NWC, visit NWC's *Financial Aid Disclosures & Consumer Information* here: <http://nwc.edu/fapolicy>

[\(Return to TOC\)](#)

### My Wyoming Works program will span more than one semester, what must I do to receive the second half of the student grant?

For all Wyoming Works programs that span more than one semester, you must:

1. Maintain continuous enrollment for each semester within the student's chosen Wyoming Works program.
2. Meet all Satisfactory Academic Progress (SAP) requirements applicable to the student's chosen Wyoming Works program.
3. Not have exceeded receipts of Wyoming Works student grants for more than three (3) academic years.

Additionally, should your next semester of enrollment in a Wyoming Works program cross over into the next academic year (academic years run from July 1 – June 30), you will need to:

1. File another Wyoming Works student grant application. <https://nwc.edu/financialaid/wyomingworks/apply>
2. File the applicable Free Application for Federal Student Aid (FAFSA) for that second academic year. <https://fafsa.gov>

Some non-credit Wyoming Works programs, in which a student normally progresses at their own pace, have standardized course lengths applied to permit the Financial Aid Office to perform a Cost of Attendance (COA) calculation in your non-credit Wyoming Works program. COA is calculated by the Financial Aid Office using the results of your FAFSA to determine both your eligibility for a Wyoming Works Student Grant and the amount of the grant you are eligible to receive. As a result, award calculations for some non-credit Wyoming Works programs may fully disburse an annual Wyoming Works Student Grant during a single semester even though your actual progression through the non-credit Wyoming Works program might exceed the length of the semester. This is to ensure (A) your award calculation is accurate, (B) you receive the benefit of the Wyoming Works Student Grant applied to your tuition & fee costs as quickly as possible, and (C) that you receive the benefit of any surplus Wyoming Works Student Grant being disbursed to you as a living expense while you complete the non-credit program.

[\(Return to TOC\)](#)

### What is Satisfactory Academic Progress (SAP)?

SAP are qualitative & quantitative evidence or markers, set by the College, that demonstrate you are completing the academic requirements of your Wyoming Works program in a timely fashion, or in some cases, that you are eligible for a Wyoming Works Student Grant at the onset of your Wyoming Works approved program. Your eligibility to receive Wyoming Works student grants rests, in part, with meeting these academic requirements. In other words, SAP are the academic accomplishments you must achieve each semester in order to remain eligible for future disbursements of Wyoming Works student grants. Generally, SAP requirements include Grade Point Averages (semester & cumulative GPAs) in conjunction with "completion pace" requirements (the amount of credits attempted vs completed each semester).

SAP may be different for each Wyoming Works program and is calculated at the end of each semester, but generally, all NWC Wyoming Works programs that contain courses that are for-credit follow most federal student aid regulations when calculating SAP. Federal student aid and Wyoming Works for-credit programs contain four qualitative & quantitative requirements:

<u>SAP Requirement</u>	<u>Type of SAP Measurement</u>
1. Minimum semester GPA of 2.00.	Qualitative
2. Minimum cumulative GPA of 2.00	Qualitative
3. Successfully complete at least 67.00% of all credits attempted during the semester	Quantitative
4. Successfully complete the minimum credits for your semester's enrollment status (full time = 12.0, ¾ time = 9.0, ½ time = 6.0, <½ time = 0.5).	Quantitative

For the majority of non-credit programs, SAP is simply completing the course. For HVAC & Plumbing, SAP is successfully completing each course level to permit enrollment in the next sequential level.

If you fail to meet the SAP requirements for your Wyoming Works program at the end of any given semester, even those where no Wyoming Works student grant is awarded or disbursed, your eligibility for future Wyoming Works student grants is forfeited.

[\(Return to TOC\)](#)

### Do I need to reapply for a Wyoming Works grant each semester?

As long as you remain in the same Wyoming Works program between the fall, spring, and summer semesters, no. Once you have applied for a Wyoming Works student grant for that academic year, the Financial Aid Office will evaluate your initial eligibility and then reevaluate after each semester ends within the academic year to ensure you continue to meet eligibility requirements.

For each academic year, yes. If your Wyoming Works program crosses over into the next academic year (academic years run from July 1 – June 30), or if you are returning for your second academic year within your Wyoming Works program, you will need to:

1. Reapply for the Wyoming Works student grant through the College's online application, at: <https://nwc.edu/financialaid/wyomingworks/apply>
2. File that appropriate year's Free Application for Federal Student Aid (FAFSA), found here: <https://fafsa.gov>

If you enroll in a second or subsequent Wyoming Works approved program you must always reapply for a Wyoming Works Student Grant before beginning that Wyoming Works program, even when your enrollment occurs during the same academic year as your other Wyoming Works program.

[\(Return to TOC\)](#)

### How many Wyoming Works student grants can I receive?

If eligible, you may receive Wyoming Works student grants in no more than three (3.0) academic years lifetime. Additionally, you may not exceed the annual Wyoming Works Student grant within any academic year. For example, if you receive a Wyoming Works Student Grant for program A which takes one semester or less to complete, you are not eligible for a second Wyoming Works grant, for any program, until the next academic year begins during the next fall semester. See the "[If I'm interested in a non-credit Wyoming Works program, is there anything special about non-credit programs I should know?](#)" question above for more information on short-term programs.

[\(Return to TOC\)](#)

### If I received a Wyoming Works student grant while enrolled in a Wyoming Works program at NWC and I have since graduated from that program, can I enroll in another Wyoming Works program and get another student grant?

Possibly.

If you have not received a Wyoming Works student grant in more than three (3.0) academic years lifetime, and you meet all other Wyoming Works student grant eligibility requirements, you may be able to receive a Wyoming Works student grant for your second Wyoming Works program as long as you have not already consumed your eligibility for a Wyoming Works student grant in a different Wyoming Works program within the same academic year.

[\(Return to TOC\)](#)

### If I graduated from a Wyoming Works program at one Wyoming Community College and received a student grant while in that program, can I transfer to another Wyoming Works program at a different Wyoming Community College and get another Wyoming Works student grant?

Likely, yes.

If you have not received a Wyoming Works student grant in more than three (3.0) academic years lifetime, and you meet all other Wyoming Works student grant eligibility requirements as calculated by the other Wyoming Community College's Financial Aid Office and you have not already consumed your eligibility for a Wyoming Works student grant in a different Wyoming Works program within the same academic year, you may be able to receive a Wyoming Works Student Grant for your second Wyoming Works program. To be considered, you must follow these steps, in this recommended sequence:

1. Complete an application for a Wyoming Works student grant at the other Wyoming Community College prior to beginning the Wyoming Works program at the other Wyoming Community College.
2. Request an official academic transcript be sent from the Registrar's Office to the Registrar's Office at other Wyoming Community College prior to beginning the new Wyoming Works program.
3. Request a summary of your Wyoming Works student grant receipts and eligibility calculations be sent from the Financial Aid Office to the Financial Aid Office at the other Wyoming Community College prior to beginning the new Wyoming Works program.
4. Enroll in a Wyoming Works program at the other Wyoming Community College.



5. Ensure that the other Wyoming Community College will receive your Free Application for Federal Student Aid (FAFSA) by adding their specific school code. Contact the other Wyoming Community College's Financial Aid Office for their school code.

[\(Return to TOC\)](#)

### **I am enrolled in a Wyoming Works program that is delivered under a Consortium Agreement. What does that mean?**

A Consortium Agreement is a written agreement between schools (or a school and an entity that is not a school) to share in the delivery of the Wyoming Works program. The written agreement specifies the parts and percentages of the Wyoming Works program that each school will contribute.

For example, two schools might enter into a Consortium Agreement to offer an aviation program. School A offers all the academic classes (English, Math, other general education courses) and School B offers all the aviation-related courses. A student under this example's Consortium Agreement would attend School A for all the non-aviation related courses, then attend School B to complete the aviation-related courses. In this hypothetical example, School A and School B work together to deliver the full aviation program.

[\(Return to TOC\)](#)

### **If I am enrolled in a Wyoming Works program that is delivered under a Consortium Agreement, can I receive a Wyoming Works student grant?**

If eligible, each school will calculate your eligibility for a Wyoming Works student grant separately and you must meet all eligibility requirements at both schools. Each school will perform the same award calculation sequence to determine the maximum amount of annual Wyoming Works student grant for which you are eligible, but will only award the percentage of the annual award that corresponds to the percentage of the program it offers under the Consortium Agreement.

For example, using the aviation program Consortium Agreement example in the FAQ above, School A offers 70.0% of the program and School B offers 30.0% of the program. Each school will calculate your annual eligibility, but only award their percentage of it. If your maximum annual award was calculated to be \$3,360, School A would award \$2,352 (70%) and School B would award \$1,008 (30%). You would still receive the maximum annual Wyoming Works student grant for which you are eligible, but it will be divided between the two schools delivering your Wyoming Works program under a Consortium Agreement.

[\(Return to TOC\)](#)

### **I am enrolled in a Wyoming Works program but I was told I am ineligible for a student grant. Is there anything I can do?**

Possibly.

There are certain types of ineligibility determinations that may be appealed to the Financial Aid Office provided you have qualifying extenuating circumstances the affected your ability to meet the specific eligibility requirement and are able to provide documentation to substantiate those circumstances. They are:

1. Not applying for grant funding at the time of applying for admission or before the commencement of the applicable credential program;
2. Not maintaining continuous enrollment in approved program;
3. Not meeting Satisfactory Academic Progress (SAP) requirements as required for the Wyoming Works program;
4. Not meeting Wyoming residence requirements;
5. Not being in good standing on repayment of student financial aid.

You must submit a written appeal to the NWC Financial Aid Office using the NWC Wyoming Works Appeal Petition form (found at [nwc.edu/faforms](http://nwc.edu/faforms)). Follow all the directions on the Appeal Petition form for appeal consideration.

- For item #1, you may appeal this determination of ineligibility providing you began your first semester of enrollment in your NWC Wyoming Works program on, or after, 8/21/19 (credit programs) or on, or after, 10/24/19 (non-credit programs), have extenuating circumstances to explain why you were unable to apply for a student grant prior to the commencement of your program, and meet all other student eligibility requirements.
- For items #2 & 3, you may appeal these determinations of ineligibility on the basis of valid extenuating circumstances in accordance with federal student aid regulations. The Financial Aid Office follows federal student aid regulations when assessing a Wyoming Works student grant continuous enrollment or SAP appeal:

Federal regulations define valid extenuating circumstances eligible for appeal as “[a student’s] injury or illness, the death of a relative, or other special circumstances.” (2019-20 Federal Student Aid Handbook, Volume 1, Chapter 1, Page 1-15).

Extenuating circumstances that were generally beyond their control (such as injury or illness, the death of a relative, or other special circumstances) are generally considered to be valid extenuating circumstances that allow an appeal to be approved. Extenuating circumstances that were caused by the student or that the student could have avoided or prevented, or that did not occur within the semester where student grant eligibility was forfeited, are considered invalid and are not eligible for appeal consideration. Appeals will be automatically denied if the appeal is based solely on invalid extenuating circumstances as defined above.

Additionally, in select Wyoming Works programs at NWC a student who fails to meet SAP requirements may rehabilitate their student grant eligibility through defined and demonstrated academic performance in lieu of an appeal. See the next FAQ question below to see if your Wyoming Works program qualifies for this option.

- For item #4, you may appeal this determination of ineligibility in accordance with the Residency Classification requirements as outlined on the College’s website: <https://nwc.edu/registrar/info/residency.html>
- For Item #5, ineligibility due to default on federal student loans or overpayments/refunds of federal student aid you owe to the college or the US Department of Education are not appealable at NWC. You may appeal a Wyoming student financial aid program loan default, overpayment, or refund you owe to the state of Wyoming if you can provide state-issued, Wyoming designated financial institution-issued, or college-issued (where applicable) documentation of an agreed upon resolution to the Wyoming student financial aid debt that is in arrears.

For all other ineligibility determinations, an appeal is not permissible.

[\(Return to TOC\)](#)

**I am ineligible for a Wyoming Works Student Grant due to failing to meet Satisfactory Academic Progress (SAP) requirements and I do not have grounds for an appeal (or my appeal was denied). Is there anything I can do?**

Possibly.

At NWC, select Wyoming Works programs allow you to “self-rehabilitate” your eligibility for a Wyoming Works student grant after failing to meet SAP requirements. For these programs, it may be possible for you to complete specific academic accomplishments during your next semester of enrollment in a Wyoming Works program in order to restore your eligibility for a Wyoming Works student grant during the subsequent semester of enrollment or academic year (whichever comes first). For example, if you did not meet SAP after your 1<sup>st</sup> semester of enrollment in a Wyoming Works program and that program offers the option to self-rehabilitate Wyoming Works student grant eligibility, you must meet specific academic requirements during your 2<sup>nd</sup> semester of enrollment to restore your eligibility for a Wyoming Works student grant during your 3<sup>rd</sup> semester of enrollment.

Finally, not all Wyoming Works programs allow you to restore eligibility, largely because there is not a 3<sup>rd</sup> semester or 2<sup>nd</sup> year of enrollment within that specific program. So, if a Wyoming Works program prohibits self-rehabilitation below, you fail to meet SAP requirements and an appeal is not an option (or your appeal has been denied), you have permanently forfeited your eligibility for Wyoming Works student grants at NWC.

Approved Area of Study	Credential (or Classes, as noted)	Self-Rehabilitation Available?
<b>Credit Programs</b>		
Advanced Welding Skills	Certificate: <i>Skills Certificate (S.C.)</i>	Yes
Aeronautics	Degree: AAS	Yes
Agriculture – Farm & Ranch Management	Degree: AAS	Yes
Agriculture – Production	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No
Agriculture – Production	Degree: AS	Yes
Archaeological Technician	Certificate: <i>Skills Certificate (S.C.)</i>	No
Archaeological Technician	Degree: AS	Yes
Business	Degree: AAS	Yes
Coach – Head	Certificate: <i>Skills Certificate (S.C.)</i>	No
Computer Science	Degree: AS	Yes
Criminal Justice	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	No
Criminal Justice	Degree: AAS	Yes
Drafting Technology	Certificate: <i>Skills Certificate (S.C.)</i>	No
Drafting Technology	Degree: AAS	Yes
Electrical Apprenticeship Technical Studies	Degree: AAS	Yes
EMT Advanced	Classes: <i>EMT 2500 course (1.0 course, 8.0 total credits)</i>	No
EMT Basic	Classes: <i>EMT 1500 course (1.0 course, 8.0 total credits)</i>	No

Basic EMT to Advanced EMT	Classes: <i>EMT 1650 course (1.0 course, 4.0 total credits)</i>	No
Emergency Medical Services – Paramedicine	Degree: <i>AAS</i>	Yes
Equine Business Management	Degree: <i>AAS</i>	Yes
Equine Care & Basic Riding	Certificate: <i>Skills Certificate (S.C.)</i>	No
Equine Riding	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	Yes
Equine Riding	Degree: <i>AAS</i>	Yes
Equine Training	Certificate: <i>Comprehensive Skills Certificate (C.S.C.)</i>	Yes
Equine Training	Degree: <i>AAS</i>	Yes
Gas Metal Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	No
Gas Tungsten Arc Welding	Certificate: <i>Skills Certificate (S.C.)</i>	No
Graphic Design	Degree: <i>AA</i>	Yes
Graphic Design	Degree: <i>AAS</i>	Yes
Medical Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No
Medication Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No
Music Technology	Degree: <i>AAS</i>	Yes
Nursing Assistant (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No
Nursing Assistant II (Certified)	Certificate: <i>Skills Certificate (S.C.)</i>	No
Outdoor Recreation Leadership	Degree: <i>AAS</i>	Yes
Phlebotomy AMT Certification	Classes: <i>HLSC 1.0060 &amp; 1.0970 (2.0 courses, 5.0 total credits)</i>	No
Photographic Communications	Degree: <i>AAS</i>	Yes
Robotics Technology	Certificate: <i>Skills Certificate (S.C.)</i>	No
Veterinary Assistant	Degree: <i>AAS</i>	Yes
Welding	Certificate: <i>Skills Certificate (S.C.)</i>	Yes
Welding	Degree: <i>AAS</i>	Yes

### Non-Credit Programs

Cyber Security	Program (1 class)	No
Healthcare Environmental Services	Program (1 class)	No
Heavy Equipment Simulators:		
1. Forklift Simulator	Certificate (3 simulators)	No
2. Hydraulic Excavator Simulator		
3. Mobile Crane Simulator		
HVAC Apprenticeship	Program (1 class)	Yes
HVAC II Apprenticeship	Program (1 class)	Yes
HVAC III Apprenticeship	Program (1 class)	Yes
HVAC IV Apprenticeship	Program (1 class)	Yes
Meat Cutting & Butchery	Program (1 class)	No
Plumbing I Apprenticeship	Program (1 class)	Yes
Plumbing II Apprenticeship	Program (1 class)	Yes
Plumbing III Apprenticeship	Program (1 class)	Yes
Plumbing IV Apprenticeship	Program (1 class)	Yes
Surgical Technician	Program (1 class)	No
WITS Personal Training	Program 1 (class)	No

[\(Return to TOC\)](#)