Applying for the Indiana Career Accelerator Fund Program (ICAF) - V1

APPLYING FOR THE INDIANA CAREER ACCELERATOR FUND (ICAF) PROGRAM - V1

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APPLYING FOR THE ICAF

Documents you should have available or easily accessible when filing out your Indiana Career Accelerator Fund (ICAF) income share agreement (ISA) program application:

- Driver's License
- Social Security Card
- Most recent United States (U.S.) Income Tax Return
- Most recent year's W2(s) (if you did not file or cannot provide a recent U.S. Income Tax Return)
- Most recent year's Form-1099(s)[1] (if you did not file or cannot provide a recent U.S. Income Tax Return)
- Two most recent paystubs[2]
- Confirmation of enrollment from the ICAF-eligible Qualified Education Program (QEP) you'll attend.

The ICAF ISA application is located at www.accelerateindiana.org/students.

Select the following:

- School/Training Provider
    - Select the school/training provider you are attending or planning to attend, and the Qualified Education Program (QEP).

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[1] Not all 1099 forms are accepted, please contact CampusDoor at (717) 254-2384 with questions about your form(s).

[2] If you are currently unemployed or have not recently been employed, a waiver of unemployment will be provided once you've completed the ICAF ISA application.

- Qualified Education Program
  - Select the ICAF-approved QEP at the school/training provider.

Enter your information as follows:
- First Name
- Last Name
- Phone Number
- Email Address

Click 'Continue Application' to move forward with the application process.

DETERMINING ICAF ISA PROGRAM ELIGIBILITY
After clicking 'Continue Application', you'll be redirected to www.campusdoor.com/AccelerateIndiana/ISA/Qualify.aspx to answer questions to determine if you are eligible to apply for funding from the ICAF ISA program to support the cost of your education and training.

<u>Your Information</u>

You'll provide responses to the following:
- School State
  - Select 'Indiana'
- School Name
  - Select your school/training program.

- School Branch Name
    - Select the ICAF-eligible QEP at your school/training program.
- What is your state of legal residence?
    - Select 'Indiana' if it is your state of residence. Only Indiana residents qualify for the ICAF ISA program.
- Have you completed the Free Application for Federal Student Aid (FAFSA)?
    - Filing the FAFSA is a requirement of the ICAF ISA program. Please visit www.fafsa.gov to file the FAFSA.
    - If you have not filed the FAFSA, and do not plan to do so, you can opt-out of the filing requirement. Information on how to opt-out is provided in this guide in the section titled "OPTING OUT OF THE FAFSA FILING REQUIREMENT"
- Have you previously been awarded funds from ICAF? If yes, was it the maximum, aggregate lifetime of $7,500?
    - Students can receive a lifetime maximum $7,500 in ICAF ISA funds to attend eligible QEPs. If you have previously used ICAF ISA funds for training at a QEP, and the amount used totals $7,500, select 'Yes'. If you have never utilized ICAF funds for training at a QEP, or the prior total funds used are less than $7,500, select 'No'.
        - Please note, if you've previously used ICAF funds, but the total used is less than $7,500, you are still capped at the lifetime maximum of $7,500. As an example:
            - You previously attended QEP1, used $4,500 in ICAF funding to pay for training costs; and,
            - You plan to attend QEP2 whose tuition is $5,000, and would like to utilize the ICAF to pay for these training costs,
            - $3,000 is the maximum ICAF award you can receive to help pay the tuition costs at QEP2.
- Are you a U.S. Citizen or Permanent U.S. Resident?
    - You must be a U.S. Citizen or Permanent U.S. Resident to utilize the ICAF. Select 'Yes' if you are a U.S. Citizen or Permanent U.S. Resident, select 'No' if you are not a U.S. Citizen or Permanent U.S. Resident.

Once you've answered each question, click "Am I Eligible?" to determine your eligible for the ICAF.

Opting Out of the FAFSA Filing Requirement
If you answer "No" to the question asking, "Have you completed the Free Application for Federal Student Aid (FAFSA)?", when you've completed the remaining questions and click "Am I Eligible", a webpage will appear stating you are ineligible for the ICAF.

ACCELERATE INDIANA

Already have an account? Click here to log in.

SORRY, YOU ARE NOT ELIGIBLE

You are not eligible for the following reasons:

✔ If you want to complete the Free Application for Federal Student Aid (FAFSA) before applying, please visit https://studentaid.gov/h/apply-for-aid/fafsa

If you choose to opt-out, please fill out this waiver.

After filling out the waiver, select "Try Again" below, select "Yes" to the following question, and upload the waiver at the end of your application.

Click below to try again.

Try Again

Accelerate Indiana's ISA program offers you the opportunity to only make payments when you're earning.

IMPORTANT NOTE: Funder is Accelerate Indiana. ISA Processor is CampusDoor.

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- o You will see two options:
  - Option 1 – File the FAFSA at www.fafsa.gov.
    - If you choose to file the FAFSA, you can file it now, or at a later time. To get back to the ICAF ISA application, click 'Try Again.'
  - Option 2 – Download the FAFSA opt-out waiver by clicking 'this waiver' at the end of the sentence that states, "If you chose to opt-out, please fill out this waiver". You can also download the waiver at www.accelerateindiana.org/students by clicking the 'FAFSA OPT-OUT WAIVER' box located under the 'Apply Now for Accelerate Indiana' section on the right-hand side of the webpage. The FAFSA opt-out waiver is a fillable .pdf document that can be downloaded to your computer or phone.

To opt-out of the FAFSA filing requirement, take the following steps:
- Open and review the FAFSA opt-out waiver. If you agree with the opt-out terms, sign your name in the 'Printed Name' and 'Signature' boxes.
- Save the form. You will upload this form to the CampusDoor student portal that is created when you finish the application.
- Go back to the 'Eligibility' section by clicking 'Try Again' or clicking the back button on your web browser.
- Answer "Yes" to the question that ask, "Have You Completed the Free Application for Federal Student Aid?"

Answer the remaining questions, and click, "Am I Eligible?"

AWARDEE INFO 1 OF 5

If you meet initial eligibility requirements, you'll be directed to the first of five ICAF ISA application pages. You should have an email account and email address that you check regularly. The information in the 'Awardee Info 1 of 5' section will be used by CampusDoor, our ISA originator, to verify your identity.

<u>The Basics</u>

- First Name
  - o Enter your legal first name as stated on your birth certificate, driver's license, passport, etc.
- Middle Initial
  - o Enter your legal middle initial from your middle name as stated on your birth certificate, driver's license, passport, etc.
- Last Name
  - o Enter your legal last name as stated on your birth certificate, driver's license, passport, etc.
- Suffix
  - o Enter your legal suffix (Jr., Sr., III, IV, etc.) if applicable, as stated on your birth certificate, driver's license, passport, etc.
- Email Address

- o Enter your email address, please ensure you enter an email address you check on a regular basis.
- Confirm Email Address
  - o Re-enter your email address.

If you already have an account, click 'I want to login – I already have an account' to access your account.

- Create Password
  - o Create a password that you will use to log into your CampusDoor account.
- Confirm Password
  - o Re-enter the password you entered in the 'Create Password' text box.
- Choose Security Question
  - o Choose a security question that you can answer if you need to regain access to your account.
- Answer Security Question
  - o Enter the answer to the security question that you selected.
- E-Communication Election
  - o Click 'View Electronic Communications Policy' to review the electronic communications disclosure. You must review the policy and click 'I understand' before moving forward with the application.
    - ▪ Click 'Agree' if you want to receive all disclosures and documents electronically.

- Click 'Disagree' if you do not want to receive all disclosures and documents electronically.

Your Location

- Permanent Address
  - Enter your permanent address, this should match the address on your driver's license.
- Street Address
  - Enter your street address.
- Street Address 2
  - If you have an apartment number, building number, etc., enter that information.
- City
  - Enter your city.
- State
  - Enter your state.
- Zip/Postal Code
  - Enter your zip or postal code.
- Is your mailing address the same as your permanent address?
  - Select 'Yes' if these addresses are the same.
  - Select 'No' if you have a different mailing address.
    - You must enter the street address, city, state, and zip/postal code for your mailing address.
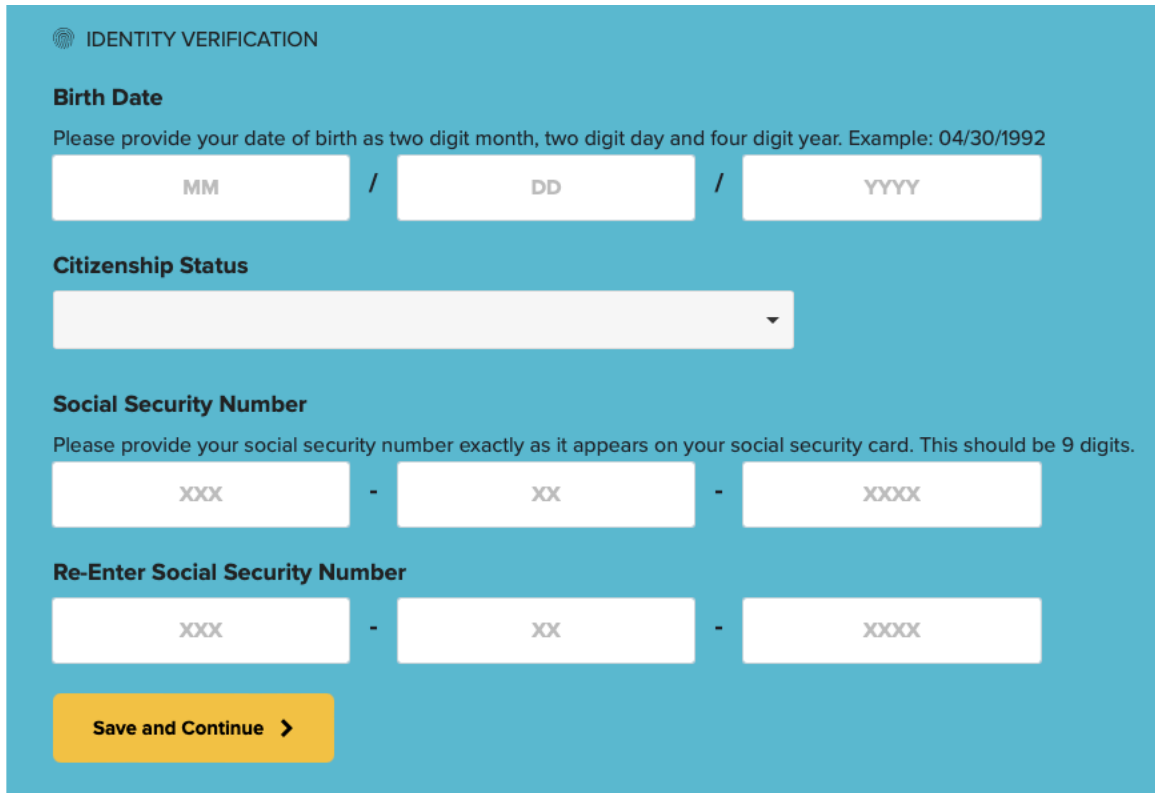
Identity Verification

- Birth Date
  - Enter your date of birth as listed on your birth certificate or equivalent document.
- Citizenship Status
  - Confirm that you are a United States citizen or permanent United States resident.
- Social Security Number
  - Enter your nine-digit social security number as it appears on your social security card.
- Re-Enter Social Security Number
  - Re-enter the social security number entered above.

After entering all information, please click 'Save and Continue'.

AWARDEE INFO 2 OF 5

Next, you'll continue to enter your contact information, along with a reference who can be contacted, if necessary.

Phone Numbers
- Primary Phone Number
    - Please enter your primary phone number.
- Primary Phone Number Type
    - Select the type of phone number, business, home, or mobile, you entered above.
- Mobile Communications Election
    - Click 'View Mobile Communications Disclosure' to review the mobile communications disclosure. You must review the policy and click 'I understand' before moving forward with the application.
        - Click 'Agree' if you agree to receive mobile communications, such as automated calls and text messages, at the mobile number provided.
        - Click 'Disagree' if you do not want to receive mobile communications.
- Secondary Phone Number (Optional)
    - You have the option to provide a secondary phone number, if you select this option, you will follow the same steps as you did for 'Primary Phone Number'.

Reference

- Reference First Name
  - o Enter your reference's first name.
- Reference Middle Initial
  - o Enter the reference's middle initial.
- Reference Last Name
  - o Enter the reference's last name.
- Suffix
  - o If applicable, enter your reference's suffix.
- Street Address
  - o Enter the reference's street address, this may also be their mailing address.
- Street Address 2
  - o Enter the second portion of their address (i.e., apartment number, building number, etc.) if applicable.
- City
  - o Enter the reference's city of residence.
- State
  - o Enter the reference's state of residence.
- Zip/Postal Code
  - o Enter the reference's zip/postal code.
- Reference Phone Number
  - o Enter the reference's phone number.

- Reference Relationship to Borrower
  - Select the reference's relationship to the student who is applying for the ICAF ISA, options are as follows:
    - Other Non-Relative
    - Other Relative
    - Parent

After entering all information, please click 'Save and Continue'.

AWARDEE INFO 3 OF 5
This page asks for information about your housing and employment status.

Housing Information
- Housing Status
  - Select your housing status, please choose one of the following options:
    - Own
    - Rent
    - Other
- Employment Status
  - Select your employment status, please choose one of the following options:
    - Salaried/Hourly
    - Self-Employed
    - Unemployed

After making all selections, please click 'Save and Continue'.

Here you'll provide information about the QEP you plan to utilize the ICAF ISA to attend. The state, school name, and school branch name will be pre-populated and will match the school information you entered in the 'Eligibility' section at the beginning of the application.

Please provide information about your qualified education program and enrollment status.

YOUR INFORMATION

SCHOOL INFORMATION   Edit

School State

Indiana

School Name

160 Driving Academy

School Branch Name

Class A CDL - Connersville

ENROLLMENT INFORMATION

Credential/Degree Sought

Bachelors

Year In School

Freshman

What is your program start date?

| 08 | / | 01 | / | 2022 |

What is your program end date?

| 09 | / | 01 | / | 2023 |

Anticipated Graduation Date

| Month | Year |
| September | 2023 |

Save and Continue >

IMPORTANT NOTE: Funder is Accelerate Indiana. ISA Processor is CampusDoor.

School Information
- School State
  - The state you previously selected in the 'Your Information' section will be pre-populated.
- School Name
  - The school you previously selected in 'Your Information' section will be pre-populated.
- School Branch Name
  - The school branch you previously selected in 'Your Information' section will be pre-populated.
- Credential/Degree Sought
  - Select the degree type you are seeking. Options are:
    - Associates
    - Bachelors
    - Certificate

- High School Diploma
- Workforce Certification/Training
- Year In School
  - Select your year in school. Options are:
    - Freshman
    - Sophomore
    - Junior
    - Senior
- What is your program start date?
  - Enter the date you estimate that you will begin your program.
- What is your program end date?
  - Enter the date you estimate that you will complete your program.
- Anticipated Graduation Date
  - Enter the month and year you estimate that you will graduate from your program. 'Graduate' means you will receive your diploma, certificate, credential, or an equivalent qualifying document or confirmation of completion from your QEP.
    - Enter the following:
      - Month
      - Year

After entering all information, please click 'Save and Continue'.

AWARDEE INFO 5 OF 5

<u>ISA Information</u>
- Requested Funding Amount
  - Enter the amount of ISA funding you are requesting to cover the cost of training at your QEP. Student can receive a total of $7,500 in ICAF ISA funds, however your QEP will adjust your ISA to the amount of their ICAF ISA program-approved tuition. All ISA funds are paid directly to the QEP.

<u>Terms & Conditions</u>
- eSign Election
  - Click 'View eSign Policy' to review the policy on signing your ISA documents electronically using DocuSign. You must review the policy and click 'I understand' before moving forward with the application.
    - Click 'Agree' if you agree to sign your ISA documents electronically.
    - Click 'Disagree' if you do not agree to sign your ISA documents electronically.
      - If you do you want to sign your ISA documents electronically, you will need to contact CampusDoor at (717) 254-2384 to request a hard copy of your documents, including your promissory note, to review, sign and upload via your CampusDoor student portal.
- Terms & Conditions
  - Click 'View Terms & Conditions' to review certain terms and conditions of the ISA program, including your obligation to repay your ISA in full. You must review the policy and click 'I understand' before moving forward with the application.
    - Click 'Agree' if you agree with the Terms & Conditions
    - Click 'Disagree' if you do not agree with the Terms & Conditions.
      - You must accept the Terms & Conditions to continue the application.
- Privacy Policy
  - Click 'View Privacy Policy' to review Accelerate Indiana's Privacy Policy. You must review the policy and click 'I understand' before moving forward with the application.
- Application and Solicitation Disclosure
  - Click 'Application and Solicitation Disclosure' to view your Income Share Agreement Application & Solicitation Disclosure. This document details the terms of your ISA, including fees and repayment terms. Please read this document carefully. You must review the disclosure and click 'I understand' before moving forward with the application.

After entering all information required, click 'Review My Information' to review all application information that was entered and/or selected. After reviewing this information, if you are ready to submit your ISA application, click 'Submit Application'.

WHO DO I CONTACT IF I HAVE QUESTIONS ABOUT MY APPLICATION?

For general questions about the ICAF program:

Accelerate Indiana
- o Phone – (317) 689-6363
- o Email – customersupport@accelerateindiana.org
- o Web – www.accelerateindiana.org

For questions about your ISA application and disbursement of funds to your QEP:

CampusDoor
- o Phone – (717) 254-2384
- o Email – answers@campusdoor.com
- o Web – www.campusdoor.com/accelerateindiana/isa/Login.aspx

For questions about repaying your ISA:

Knowledge Finance
- o Phone – (855) 200-1815
- o Email – Visit the 'Contact Us' section of Knowledge Finance's webpage.
- o Web - accelerateindiana.knowledgefinance.com