



City of Akron Stark State College



Applicant Intake Form

QUALIFIED DEPENDENT FORM

Before completing application, please fully review the **City of Akron’s Workforce Development Policy Program** description to determine eligibility and understand the program requirements and process. An applicant intake form for the open seat model ***must be approved prior to the enrollment of any Stark State courses.*** Applications should be sent to the **Department of Human Resources, 166 South High Street, Room 103.** Should you have any questions, contact **Myra Snipes, Diversity/Training Manager**, at 330-375-2704 or email cityworkforcedevelopment@akronohio.gov.

Summer 2021 (Term begins June 7, 2021)

Fall 2021 (Term begins August 30, 2021)

APPLICANT INFORMATION

Employee Name: _____	Employee ID Number: _____
Employee Phone: _____	Employee Email: _____
Dependent Name: _____	Dependent Phone Number: _____
Dependent Email: _____	Dependent Student Stark State College ID# _____

ENROLLMENT PLAN – CAREER INTEREST

Student Status: New Student Returning Student Transfer Student Transient/Guest Student Current SSC Student

Degree/Certificate

- To view a list of potential degrees or certificates: www.starkstate.edu/academics/
Degree/Certificate: _____ Begins: _____
- Must enroll with Stark State as a New Student, Returning Student, Current or Transfer Student once approved by Department of Human Resources.**

APPLICANT ACKNOWLEDGEMENT

I hereby certify and attest that I am eligible for the City of Akron’s Workforce Development Program as defined in the program description and hereby agree to fulfill all requirements and process for the program. As a participant in the City of Akron’s Workforce Development program, I authorize Stark State College to share any information and documentation about my education records. This program covers tuition costs, which are made up of the Instructional and General fees. I understand that additional fees, books, and other costs will be the responsibility of the Qualified Dependent, and not covered under this program. I understand it is my responsibility to achieve a “C” or better to remain in the City of Akron’s Workforce Development Program. I understand if I drop or withdraw from a course, I must complete the drop or withdrawal procedures as outlined by Stark State College. If I withdraw from the course after the first week of class, my fees and course materials will not be fully refundable. Additionally, withdrawing after the semester begins may impact my eligibility for future participation in the City of Akron’s Workforce Development Program. Eligibility would resume after a 12-month postponement of participation from the program. I understand that any false statements made herein will void this application and I will be ineligible for the City of Akron’s Workforce Development Program.

Applicant’s signature: _____ Date: _____

Office use only: Approved Yes No
Notes:

APPLICANT INTAKE FORM

INSTRUCTION SHEET

PLEASE READ INSTRUCTION SHEET **BEFORE** COMPLETING THE APPLICANT INTAKE FORM.

The Workforce Development Policy Program will require you to fill out an Applicant Intake Form and apply to Stark State College. Please see below how to fill out the Applicant Intake Form.

- ***NOTE: If you qualify for a federal Pell Grant award, please contact Stark State College - Akron's Gateway Student Services FIRST before enrolling in the City's WDP program. They are located at 360 Perkins St. or can be contacted at 330-494-6170, ext. 4670 to determine if you need to participate in the City's WDP program.***

IMPORTANT DATES:

- February 22, 2021 Open Enrollment for Summer and Fall 2021 begins at Stark State College
- March 5, 2021 Classified Applicant Intake Form Deadline for consideration for Guaranteed Seat (Applications received after this date will be considered for Open Seat Model)
- June 7, 2021 Summer 2021 term begins.
- August 30, 2021 Fall 2021 term begins.

APPLICANT INFORMATION

- Classified:
 - Employees who have been hired through the competitive exam process (Civil Service Testing)
- Unclassified:
 - Appointed or elected positions
- Employee Name/Dependent:
 - Please enter your full name as shown on your driver's license. *Please no nicknames.*
- Employee ID:
 - Please enter your employee id number. This can be found on your employee id badge. *If you are unsure or unable to locate, please leave blank.*
- Employee/Dependent Phone:
 - Please enter the preferred contact phone number. *Please note you do not have to use your work phone number.*
- Employee/Dependent Email:
 - Please enter the preferred email address to send correspondence. *Please note you do not have to use your work email address.*
- Job Title:
 - Please enter your current job title. *If you are unsure, please leave blank.*
- Student Id:
 - Please enter your Stark State college student id number. *If you are unsure, please leave blank.*

ENROLLMENT PLAN-CAREER INTEREST

- Student Status:
 - New Student – Attending college for the first time
 - Returning Student – Coming back to Stark State College after being away for two years or more
 - Transfer Student – Coming to Stark State College after attending another college in the past
 - Transient/Guest Student – Attending Stark State College to take coursework with no intent to be degree or certificate seeking
 - Continuing Student-Currently attending Stark State College
- Course/Degree/Certificate
 - If you are *unsure* what you should take, **before** filling out the applicant intake form, please contact Stark State College - Akron's Gateway Student Services for guidance. They are located at 360 Perkins St. or can be reached at 330-494-6170 ext. 4670.
 - *Otherwise*, please review the corresponding links below and enter the appropriate information and date:
 - Course: https://ssb.starkstate.edu/PROD/bwckschd.p_disp_dyn_sched
 - NOTE: When you apply to Stark State College, you must select the online application form for Transient/Guest Student. This will match your Student Status on the Applicant Intake Form.
 - Degree/Certificate: <https://www.starkstate.edu/academics/>
 - NOTE: When you apply to Stark State College, you must select the online application form for New Student, Returning Student, or Transfer Student.
- Job Related
 - Job-related is a course, degree or certificate taken by an employee either to maintain or improve skills required in the employee's current job; or to meet the express requirements of the employer
 - Please select if the course, degree, or certificate is job-related.
 - **YOU MUST INCLUDE ON A SEPARATE SHEET WITH YOUR APPLICATION** a short paragraph describing how this course, degree or certificate will benefit your career path or personal development.

APPLICANT ACKNOWLEDGEMENT (TUITION/FEEES/STUDENT RESPONSIBILITY):

- Tuition
 - This program covers tuition costs, which are made up of the Instructional and General Fees
 - ***You are responsible for all other fees and books/course materials.***
- Withdrawal
 - If you withdraw from the course after the first week of classes, your fees and course materials will not be fully refundable. Additionally, withdrawing after the semester begins may impact your eligibility for future participation in the City of Akron's Workforce Development Program. Eligibility would be subject to a 12 month postponement of participation from the program.
- Special Note: **Courses that you have enrolled in without completing an Applicant Intake form will be subject to normal billing by Stark State College.** An Applicant Intake Form for your course, degree, and/or certificate must be received and approved to qualify for this program.