

Orange Technical College BB&T/Truist and MVP Funds Request

The OTech College BB&T/Truist and MVP educational fund assists students and or parents experiencing homelessness and attending Orange Technical College (OTC). *Fees may cover tuition, annual processing fees, books/kits, industry/licensure exam fee, GED exams, GED preparatory class, TABE testing, and other related expenses. All funds paid directly to the educational institution.*

Request Procedures:

1. OTC Counselor completes one request form for each OTC student. Please ensure OTC staff signature and price quote/invoice is attached. For students experiencing homelessness and under the age of 22 but not dual enrolled at an OCPS high school, a verification of homelessness letter (from shelter, local agency, or shared housing lease holder) must be attached.
2. OTC Business Office emails the request form and homeless verification letter (if appropriate) to Bernice Mendez Robles (Bernice.mendezrobles@ocps.net).
3. Within 5 business days, the requestor (Business Office) will receive notification of approval status.
4. If approved, funds will be forwarded to the institution's Business Office in the form of a check.

Orange Tech Student Name	Student ID Number	D.O.B.	Orange Tech Campus

Funds may only assist individuals that meet the requirements below. Please check which requirement this student meets:

- OTech student is experiencing homelessness and dual enrolled at an OCPS high school and OTC.
- OTech student is a former K-12 OCPS student experiencing homelessness, under the age of 22, and not enrolled in an OCPS high school.
- Otech student is a parent of OCPS student/s experiencing homelessness.

Date	Education Expense Description	Cost Per Student	Total Cost
1/1/2020	<i>SAMPLE: Exam fee for nursing certification. Check to be made out to Florida Hospital for C. Smith.</i>	\$280	\$280

If the OTech student is a parent of an OCPS student experiencing homelessness, the information below must be completed. Please note, if the student/s are not coded as experiencing homelessness in OCPS, funds will not be approved until an OCPS district MVP liaison can verify housing status with the parent.

Child First Name	Child Last Name	Student ID Number	D.O.B	Grade	School

OTC Requestor Name:	
OTC Campus Name:	
OTC Staff Signature:	

OCPS MVP Office Use	
Date Received: _____	Approved: Yes/No
Signature: _____	Date: _____
Date notified of approval & check requested: _____	Date check received: _____
Date Check forwarded to: _____ via: _____	<input type="checkbox"/> Request Cancelled