



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

DC Futures Program Program Overview and Policy Guidance 2022-23 Award Year v. 2

Overview of Program

The DC Futures Program (DC Futures) provides college and career coaching and funding for low to moderate income residents to earn their first associate or first bachelor's degree in majors leading to high-demand jobs. The program funds tuition and fees in the form of scholarships and provides other financial support in the form of coaching participation stipends and emergency funding for students enrolled and attending select District postsecondary educational institutions. Students who apply and are deemed eligible also receive significant coaching and student services which support participants through personal and financial barriers.

DC Futures was created in 2021 under the Office of the State Superintendent of Education's (OSSE's) authority to administer scholarships aimed at expanding access to higher education for residents of the District of Columbia ([D.C. Law 24-159](#); [D.C. Official Code § 38-2602\(b\)\(29A\)](#)). Scholarships under DC Futures are supported wholly through the US Department of Treasury's Coronavirus State Fiscal Recovery Fund established under the American Rescue Plan Act.

Applicant Eligibility

This program serves District residents of any age who have graduated from any high school, received a National External Diploma Program (NEDP) diploma or passed the GED and are pursuing their first associate or first bachelor's degree. Applicants must meet District of Columbia residency requirements for this program, enrollment requirements, and financial/income requirements in order to be eligible for this award.

Residency Requirements

Applicants must be able to demonstrate that they have been a resident of the District for the past 12 months.

The applicant must submit proof of District residency, and acceptable documents are listed in [Appendix A](#).

Applicants who complete the DC Tuition Assistance Grant (DCTAG) OneApp or Mayor's Scholars Undergraduate Program (MSUP) applications (have submitted all necessary documents) and are deemed eligible for DCTAG or MSUP do not need to re-submit residency documentation, as OSSE will confirm residency with DCTAG/MSUP records. Applicants that have not been deemed eligible for the aligned DCTAG or MSUP award period, must submit documents through the DC Futures Program application.

Applicants younger than age 24¹ are deemed to have their parent/guardian's residency unless that student meets one of the following exceptions:²

- Applicants who are married or separated but not divorced;
- Applicants who provide at least half the support for a child or other dependent;
- Applicants serving as active duty military or veterans;

¹ Student age as of Dec. 31 of the school year they apply for funding.

² These exceptions are designed to align with federal student aid guidance regarding student dependency status. See studentaid.gov/apply-for-aid/fafsa/filling-out/dependency

- Applicants who have had both parents deceased since age 13, were in foster care, or were a ward or dependent of the court;
- Emancipated minors or students in a legal guardianship; or
- Unaccompanied/homeless youth

District residency for applicants age 24 or older as of Dec. 31 of the school year in which they are applying for support is determined by their own residency without exception.

Enrollment Requirements

Applicants will state enrollment intentions when applying to the program to determine eligibility. While applicants do not need to be enrolled at an institution of higher education (IHE) at the time of the application to DC Futures, OSSE will only disburse scholarship funds once enrollment at a participating IHE is confirmed with the IHE (if applicable). Emergency fund requests and previous years’ unpaid balance payment requests are submitted by participants to their university, so only enrolled DC Futures participants may access those funds. Consequently, enrollment requirements are based on the participant’s status at the time of requesting funds.

Degree-Seeking Enrollment

Before receiving any scholarship funds, DC Futures participants must be enrolled in and pursuing their first associate or first bachelor’s degree.³ Students enrolled in non-degree certificate programs are not eligible for the DC Futures Program.

Participants that complete an associate degree, and then choose to pursue their first bachelor’s degree may apply, but maximum award caps and time limits still apply.

Applicants who have previously received a bachelor’s degree are not eligible to apply for DC Futures.

Enrollment at an Eligible Institution of Higher Education

Applicants must anticipate enrolling in one of the following eligible IHEs. One month after the last day of the final course required for graduation, a DC Futures participant is no longer eligible for program services, including coaching, stipends, or any other funding.

Table 1. Eligible IHEs

Catholic University of America
Trinity Washington University
University of the District of Columbia/ University of the District of Columbia – Community College

List reviewed Sept. 23, 2022

³ Residents who possess a bachelor’s or associate degree that is not recognized in the US may be eligible to participate in DC Futures. This decision is up to the receiving institution (DC Futures eligible university). Examples may include instances where the receiving institution is unable to read a transcript or diploma (a translation or interpretation issue) or where the institution on the diploma is outside of the US and the receiving institution is unable to determine whether it is accredited in accordance with their expectations. The Department of Education states, “in most instances, they [entities named on source page] will request that students obtain a credential evaluation to determine how one’s non-U.S. credentials compare with U.S. credentials. Such evaluations are carried out by private, non-governmental entities for a fee.” DC Futures eligible institutions may help a student with this process, but are not required to do so.

Eligible IHEs will be required to complete a program participation agreement with OSSE to outline terms of participation, data and reporting requirements, and other policies related to IHE participation. Institutions may not apply to be eligible for their students to participate in DC Futures. Institutions may be added or removed at OSSE or the Mayor’s discretion, and in that instance OSSE will notify the institution.

Pursuit of High-Demand Career

Program eligibility is contingent upon applicants and/or program participants pursuing, declaring and maintaining a major in a field outlined on the most recent list provided on the OSSE website. The following fields are considered high demand for the current DC Futures application cycle.

Table 2. High Demand Fields

A/V Technology & Communications
Architecture & Construction
Business Management & Administration
Education & Training
Finance
Health Science
Human Services
Hospitality and Tourism
Information Technology
Law, Public Safety, Corrections & Security
STEM

High-demand fields were determined using labor market data to identify high-demand occupations and their associated educational requirements. This high-demand occupation list was narrowed to include only those occupations that require an associate degree or higher. These occupations were then matched to federal career and technical education (CTE) career clusters.⁴ Clusters that include at least four high-demand occupations were included.⁵ Eligible IHE programs that fall under these career clusters will be listed on the OSSE website.

Applicants will be asked to indicate their intent to pursue a major associated with a high-demand field when applying (the full list of approved programs is available on the OSSE website). Enrollment in an approved major for the current year will be verified by the IHE the participant attends. Approved fields and associated majors will be updated annually. Participants may switch between eligible majors without penalty.

In the event that an eligible field of study and associated major is removed from the list of approved programs after a participant’s first year, the participant will remain eligible as long as the following criteria are met:

- The participant remains enrolled in the same IHE and major;
- The participant applies for DC Futures each consecutive year; and
- The participant continues to meet all other eligibility criteria.

⁴ Due to the absence of arts occupations on the high-demand occupations list, the cluster Arts, AV/Technology and Communications was revised to AV/Technology and Communications.

⁵ Hospitality and Tourism was added to the list despite not meeting this threshold because the industry is a high-demand sector identified in the Workforce Innovation and Opportunity Act Unified State Plan (dcworks.dc.gov/sites/default/files/dc/sites/dcworks/publication/attachments/DC-WIOA-Unified-State-Plan-2020.pdf)

Financial Need Requirements

Applicants must have a District household taxable income below \$100,000 or below 400 percent of the federal poverty line for any household with four or more people.

Table 3. Income Eligibility 2022-23 Award Year

Household Size	Maximum Annual Income
3 or less	\$100,000
4	\$106,000
5	\$124,160
6	\$142,320
7	\$160,480
8	\$178,640

For families/households with more than 8 persons, add \$18,160 for each additional person.

For most applicants under 24 years old, an applicant’s financial need is determined by their parent/guardian’s financial circumstance. OSSE follows the criteria established by federal financial aid regarding student/parent dependency situations.

Applicants can establish income eligibility through DC taxes. Applicants can also be deemed income eligible based on their participation in DC’s Temporary Assistance for Needy Families (TANF) program or the Supplemental Nutrition Assistance Program (SNAP). Applicants may also demonstrate need through receipt of services through DC’s homeless services continuum of care system.

Student Application Process

The online application is available on the [OSSE Website](#). The online application process is the same for all applicant types. Applicant timelines depend on the semester the applicant intends to use their first award.

All applications must be submitted, including all supporting documents, using the following timelines.⁶ Specific opening and closing dates will be posted on the [OSSE Website](#) for each academic year. Applicants are strongly encouraged to submit all documents electronically and will only be able to submit documents in-person in the case of an extenuating circumstance.

Table 4. Application Timeline

Award Period (Enrollment)	Traditional Year (Fall 2022 – Summer 2023)	Spring and Summer (2023)
Application Opens	Feb. 1, 2022	TBD
Application Closes	Aug. 19, 2022	Jan. 6, 2023
Award Amount	Up to \$8,000	Up to \$4,000

⁶ The deadline each year is subject to change based on a variety of circumstances.

Application Information

Applicants are required to submit their personal information (name, contact information, parent/guardian information) through the [DC Futures application](#).

Applicants provide the name of the institution in which they plan to enroll (or where they are currently enrolled).

Applicants will also be asked to agree to have relevant data shared across program partners to enable efficient administration of services.

For additional assistance, call or email the DC Futures Program Manager Melanie Fleming at Melanie.Fleming@dc.gov, (202) 727-2824.

Required Application Documents

Spring/summer applicants will not be required to have a completed MSUP or DCTAG application on-file. However, if they do have an application on-file that was deemed eligible, the applicant can indicate this and will not have to upload additional documents.

Applicants who have submitted a completed application for MSUP

- **No additional required documents**

Applicants who have submitted a completed application for DCTAG

- **No additional required documents**

All other applicants

- Proof of DC Residency (see [Appendix A](#) for list of acceptable documents)
- Proof of Income (see [Appendix A](#) for list of acceptable documents)
- Student Aid Report from the Free Application for Federal Student Aid (FAFSA) (if student is eligible to submit FAFSA)

Applicant Selection for Awards

The number of awards granted is contingent upon funding availability. DC Futures is a first-come, first-served funding opportunity, whereby returning applicants will be given priority over new applicants. Awards will be granted in the order in which applications are received (including submission of all correct documents), based upon the timestamp related to the final document the applicant submits.⁷

Eligible applicants who are not granted funding because of funding restrictions will be placed on a waitlist managed by OSSE. Applicants on the waitlist will be notified via email if an award becomes available.

⁷ Once an applicant completes their application, it will be time-stamped. In cases where funding is limited, and all other priorities are equal, OSSE will use the time stamp to determine the order in which awards are made until funds are exhausted. All applicants seeking DC Futures support must apply each year to participate in the upcoming school year.

Notification

After an application is completed, the applicant will be notified of their award status via email (this includes notification of denial because of ineligibility for any reason). Applicants have 10 business days after the date on the award letter to notify OSSE if they will accept or deny the award.

Reconsideration Process

Applicants who are determined ineligible for a DC Futures award may request reconsideration of the decision by sending a letter stating the reason(s) they believe they are eligible for the program. Only information and documents submitted with the original application will be considered in this review. All reconsideration requests must be submitted via email, or regular mail within 15 business days from the date of the ineligibility email that included the notification letter.

A designated OSSE team member, who was not involved in the initial ineligibility determination, will review the documentation and provide the applicant a written response documenting the results of the reconsideration process via email within 10 business days of the request being received. The results of the reconsideration process are final.

Reconsideration requests must be sent to the DC Futures Program Manager at the following mailing address or email address (email is preferred):

DC Futures Program

Melanie.Fleming@dc.gov

OSSE Postsecondary and Career Education

1050 First St. NE

Washington, DC 20002

Renewal Criteria

Returning applicants are expected to meet the following criteria in order to remain eligible for the program:

- Continued District residency, income, and enrollment eligibility
- Previous award cycle coaching participation
- Minimum credit requirement each fall and spring semester they were enrolled
- Satisfactory Academic Performance (SAP)⁸
- Complete annual application with updated information and documentation

⁸ OSSE will determine SAP in accordance with US Department of Education financial aid requirements.

Minimum Credit Requirement

Participants are expected to complete at least six credit hours per semester if they are enrolled part-time and at least twelve hours per semester if they are enrolled full-time. The summer semester is an option for any participant but is not required.

These credit minimums do not apply to participants who are in the following situations:

- Participants who must complete developmental/remedial coursework in order to meet prerequisites for credit-bearing courses.
- Participants who took a university-approved leave of absence for one or more semesters. As long as the participant completed the leave of absence in accordance with university policy and is eligible to continue academically at the university, they will be eligible to apply the following year for funding as a returner, pending funding availability and compliance with all other program requirements.
- Participants who need less than the required number of credits to graduate.

Participants who fail to meet annual credit requirements could jeopardize their receipt of funds and supports in future academic years. Additionally, participants must maintain SAP⁹ requirements as determined by their institution.

Coaching Participation

Participants are **required to participate in college coaching** with a designated coaching provider. This provider will offer support navigating structural and academic burdens to college persistence and completion as well as future career planning support. Failure to engage with a designated coaching provider can jeopardize future program eligibility.

Participants may substitute participation in DC Futures College Coaching with active participation in the DC Public Schools program DCPS Persists. See the coaching section below for additional details on exercising this option.

DC Futures Supports

DC Futures provides program participants with a range of supports. This section provides additional information about each support type including information on program time limits, scholarship awards, college coaching, emergency funds, and enrollment changes.

Program Time Limits

Participants enrolled in an associate degree program or other two-year degree programs can access program offerings for a maximum of four years.¹⁰ Participants enrolled in a bachelor's degree program or other four-year degree program can access program offerings for a maximum of six years.

If a participant transitions from an associate to a bachelor's program, time limit caps will reflect the bachelor's limits. No DC Futures participant may receive more than six years of awards total (the time limit represents years of receiving awards not the time since the first award was received). In calculating remaining time to receive awards, staff will subtract the total participation time from the new maximum (bachelor's level).

⁹ OSSE will determine SAP in accordance with US Department of Education financial aid requirements.

¹⁰ Those years do not need to be consecutive, but all programming is based on the availability of funds.

Participation in the pilot period (October 2021 – July 2022) will not count against a participant’s DC Futures Program time limit. However, partial award period participation will count as one award year toward a participant’s time limit.

Scholarship Awards

Upon meeting the eligibility requirements for the DC Futures Program, an applicant is eligible to receive scholarship funding on a first-come, first-served basis and as outlined in the above-described selection criteria. OSSE reserves the right to make final funding determinations based on available funds.

The DC Futures Program provides scholarships to applicants pursuing their first associate or bachelor’s degree as detailed below:

Table 5. Maximum Annual and Lifetime Scholarship Award Caps, by Program

Program Type	Semester Award Cap*	Annual Award Cap ¹¹	Lifetime Award Cap
Associate or two-year degree	\$4,000	\$8,000	\$32,000
Bachelor’s or four-year degree	\$4,000	\$8,000	\$48,000

*Spring/summer award periods will follow semester award caps, and any amount received will count toward their lifetime award cap.

The award is available for the fall and/or spring semesters, based on the participant’s enrollment status. If the participant has not yet received the annual maximum award, the participant may be eligible to receive remaining funding for tuition covering summer courses. Only summer tuition for courses taken at the student’s home institution (one of the three eligible institutions) may be funded by these remaining funds.

If a participant transitions from an associate to a bachelor’s program, award caps (both annual and lifetime) will reflect the bachelor’s program award caps. No DC Futures participant may receive more than \$48,000 total. In calculating remaining awards, OSSE will subtract the total received from the new maximum (bachelor’s level).

The scholarship award will pay for the following expenses, in this order, until the maximum award amount is reached, or until all tuition and fees are satisfied, whichever is first: (1) tuition and (2) fees.

Scholarship Award Payments

OSSE will provide DC Futures scholarship funds directly to IHEs. IHEs are required to submit completed payment requests (invoices) for each DC Futures participant each semester, with a detailed cost breakdown.

OSSE provides payment requests (invoices) each semester with a list of awarded students to the IHEs. OSSE requires those completed payment requests be returned to OSSE by the IHEs with a request for payment within 10 business days of the day after the course add/drop deadline for that institution each semester. To ensure payment is completed in a timely manner, OSSE will include, with the original payment request, language indicating that the institution must submit final invoices no later than Feb. 1 following the fall semester, and no later than Aug. 1 following the spring/summer semester.

OSSE is not responsible for an IHE’s failure to timely and/or properly request payment on behalf of a DC Futures participant. Please note that it is the participant’s responsibility to work with the IHE to ensure timely and

¹¹ Participants awarded in a partial award period (e.g., spring/summer 2023) will not be eligible to receive the full annual award cap – rather they may receive the semester award cap for the spring, and any remainder for the summer semester.

proper submission of their payment request. Untimely or improperly submitted payment requests may prevent an eligible participant from receiving their DC Futures funding award or from receiving their funding award in a timely fashion.

Scholarship Award Reimbursement

If a participant is included on the payment request from the institution and is then found not to have enrolled at that institution during that semester, OSSE will notify the institution of the reimbursement amount no later than 90 calendar days following the end of the semester.

Note: Additional information regarding participant responsibilities if/when they transfer or withdraw is provided in a subsequent section of this policy (Transfers and Withdrawals).

Should an institution receive a reimbursement request from OSSE, they may appeal within 15 business days by writing a letter including the amount, participant name(s), and reasons for appeal. OSSE will respond with a determination for each appeal within 15 business days of receiving the institution's appeal request.

Responsibility

The institutions must agree not to request from, or charge, any participant a fee for processing or handling any application, form, or data requested by OSSE related to this program. This includes reimbursement to OSSE for inaccurate payment requests.

Coaching Supports

DC Futures provides participants with a college coach to help navigate structural and academic burdens to college persistence and completion and aid in career planning. College coaching services are administered by grant funded community-based organizations (CBOs) or IHEs.

- To be eligible for DC Futures and the associated coaching participation stipend, participants are required to **participate in a college coaching program**.
- Coaches will be assigned upon proof of enrollment at an area institution of education.
- Participants will be required to participate in engagement activities with their coaches at least once per month.

Due to the similarities between the DC Futures College Coaching support and those offered by DCPS Persists, DCPS Persists participants can substitute DCPS Persists coaching for DC Futures coaching. Participants choosing to make this substitution are required to submit a substitution form to their assigned DC Futures coach and have this substitution approved. Students who are approved to substitute DCPS Persists coaching for DC Futures coaching are still eligible for other elements of this program including: scholarship funds, coaching stipends, and emergency fund access.

Coaching Participation Stipends

Coaching participation stipends will be administrated by the designated coaching partner on a monthly basis to be paid out to participants. Coaching participation stipends are contingent upon the participant's monthly engagement with the coaching partner.

Table 6. Maximum Coaching Participation Stipends Caps

Program Type	Annual Stipend Cap	Lifetime Stipend Cap
Associate or two-year degree	\$1,500	\$6,000
Bachelor's or four-year degree	\$1,500	\$9,000

Please note: The stipend is intended to be divided evenly by the months in an academic year – fall, spring, summer – over twelve months. So, participants in partial award periods (e.g., spring/summer 2023) will not be eligible for the maximum stipend amount, since the number of months with coaching participation will be fewer than those of a participant in the full academic year.

For example, a full academic year – fall, spring, summer would include up to twelve months of coaching stipends totaling \$1,500 (12 months at \$125 per month). Participants who begin coaching in January for spring/summer, would include up to seven months and could receive up to \$875 for their participation (seven months at \$125 per month). Regardless of time period, the monthly stipend is based on participation and disbursement is managed by the designated DC Futures College Coaching providers.

Emergency Fund

Emergency funds can be applied toward unexpected emergency expenses that would impact a participant's ability to remain enrolled at the university (i.e., food, housing, child care, transportation, health, safety and security, and learning resources). Participants applying for this funding will be required to attest to the fact that the requests being made are true, necessary and qualify as events that would force them to leave school if they did not have the additional funds. Participants will be required to maintain supporting documentation (records and receipts) of the expense and an explanation of the unexpected nature of this expense in the case of an audit request. Partner universities will manage the emergency funds application process for their DC Futures participants, including the review and approval process and the disbursement of funds, as available, based on the application materials provided.

Emergency fund awards will be administered by the partner university where the DC Futures participant is enrolled. Because of this, a DC Futures participant must also be enrolled at the institution at the time of the request to be considered for this support. Fund requests are subject to the following annual award caps.

Table 7. Maximum Emergency Fund Award Caps

Program Type	Annual Emergency Fund Cap
Associate or two-year degree	\$2,000
Bachelor's or four-year degree	\$2,000

Previous Years' Unpaid Balance Payment at IHEs

In addition to annual emergency funds, participants can apply to their university to request a one-time amount of funds to pay a previous years' unpaid balance at any college or university. Because of this, a DC Futures participant must also be enrolled at the institution at the time of the request to be considered for this support. These funds are intended to enable participants to access transcripts and credits that can be applied to their current program. Because students must be enrolled to request this support, partner universities will affirm that they do not prevent applicants from enrolling without an official transcript. Participants can request up to \$1,500 in total for these purposes. This amount can be applied across multiple institutions. Students will be

required to submit documents demonstrating their need to the emergency fund vendor in order to access these funds.

Enrollment Status Changes

Enrollment in particular institutions and programs is a core program eligibility requirement. As such, changes to enrollment status can affect a participant's status within the program.

Participants who withdraw from their institution after the add/drop deadline at their university will remain eligible for coaching, stipends, and emergency funds for the remainder of the award period, based on the terms outlined in this document. These supports are intended to help support the participant through the barrier that prompted their withdrawal and back into an appropriate degree program. Only enrolled participants are eligible for scholarship awards.

Transfers and Withdrawals

Mid-Year Transfers (Between Institutions)

If a participant transfers to another DC Futures institution mid-year, they may be able to continue to receive their scholarship award.¹² Transferring students should notify DC Futures Program Manager Melanie Fleming at Melanie.Fleming@dc.gov or (202) 727-2824 as well as their approved DC Futures coach. Participants will be asked to submit an updated financial aid award letter from the receiving institution as well as an award letter amendment form.

DC Futures staff will also have an opportunity to review potential transfer participants at each institution upon receiving the next semester's invoice. If a transfer participant is inaccurately listed on the institution's invoice, DC Futures staff will remove that participant prior to disbursement.

Program Transfer (Associate Program to Bachelor's Program)

If a participant transitions from an associate program to a bachelor's program, award caps (both annual and lifetime), as well as time limit caps will reflect the highest limits and caps (bachelor's level). No DC Futures participant may receive more than six years of support in total (the time limit represents years of receiving support not the time since the first support was received). For additional information, review the following section on [Maximum Award Amounts and Time Limits](#).

Withdrawal (during or between semesters)

If a participant withdraws from their postsecondary enrollment entirely, they should notify DC Futures Program Manager Melanie Fleming at Melanie.Fleming@dc.gov or (202) 727-2824 as well as their approved DC Futures coach. The program manager, coaching staff, and PCE assistant superintendent will consider the student's coaching participation and any events relative to the academic withdrawal to determine whether the student may continue their participation in DC Futures coaching services.

The coach will notify the participant of their status with the program, within 30 days receiving the withdrawal notification.

¹² Mid-year transfers are those that take place between academic semesters, transfers that occur mid-semester are not eligible for award transfer.

Reporting and Monitoring

OSSE will track key performance indicators in order to guide program improvement and monitor participant outcomes. The program anticipates monitoring the following metrics on a semester and annual basis:

- Applicants;
- Enrollments;
- Award amounts;
- Persistence (credits per semester & credit accumulation);
- Completion; and
- Employment.

The DC Futures program office will align participant, IHE, and program partner data collections to facilitate the monitoring of these outcomes.

OSSE Contact Information

DC Futures Program
Melanie.Fleming@dc.gov
OSSE Postsecondary and Career Education
1050 First St. NE
Washington, DC 20002

Appendix A

Table 8. Eligible DC Residency & Income Documentation

Applicants should be advised to review current year documentation guidance on the [DCTAG webpage](#).

RESIDENCY & INCOME VERIFICATION (One of the following)
2021 Filed/Processed D-40 Tax Return (signed and dated by parent/legal guardian)
2021 Filed/Processed D-40 Tax Extension (FR-127) with 2020 Filed/Processed D-40 Tax Return (signed and dated by parent/legal guardian) (prior year)
12-month (January–December 2021) Child Support Statement
12-month (January–December 2021) Retirement/Annuity Statement
12-month (January–December 2021) Social Security Disability Income (SSDI) or Social Security Income (SSI)
12-month (January–December 2021) TANF/SNAP/Food Stamp Statement
12-month (January–December 2021) Unemployment Benefits or Worker’s Compensation Disability
2022 Unaccompanied Homeless Youth Documentation of Independent Student Status for the FAFSA & DCTAG
2022 Ward of the Court Letter
AND (One of the following, not older than 45 calendar days , must have the following information on it: Name, Date and Address)
Bank or Mortgage Statement (Name, Date and Address Section)
Pay Stub (Name, Date and Address Section)
Utility Bill (gas, water, cable, electric, land line phone)—no cell phone
Utility Letter (from landlord or on rental office letterhead, stating utilities are included in rent)

NOTE: Applicants younger than age 24 must submit the above documents from their parent/legal guardians.¹³

¹³ Exceptions noted on pg. 1 of this document.