

FY 21 ANC Career Pathways Gas Voucher Policy

PLEASE READ CAREFULLY AND RETAIN A COPY FOR YOUR RECORDS

Each Pathways student may receive up to **\$200** a month in gas vouchers. There are 2 different ways a student may be able to receive gas vouchers.

1. **Traditional students** are those enrolled in traditional only classes. Amounts are determined by the number of times a week a student attends classes.

OR

2. **Online Students** are those enrolled in INET only classes. Amounts are determined by the number of times a student returns to visit the ANC Campus for specific documented activities. These may include but are not limited to the following: ANC student services, activities, clubs, organizations, library, computer labs, tutoring services, and Career Pathways offices. **Please note: visits are limited to twice a week.**

Round trip daily calculations are based on the distance from a student's home to the ANC Campus. The total mileage (based on Mapquest) is multiplied by .42 for each class or documented visit **BUT not both**. After the first month of documentation and distribution has been completed, SIGNED Dodge Store gas receipts must be provided by the student BEFORE additional amounts can be authorized the following month. This means if a student receives \$100 in gas vouchers, \$100 in signed Dodge Store receipts must be provided to the CPI Advisor before the next month's deadline date.

KEEP UP WITH YOUR DODGE STORE GAS RECEIPTS!

PAPERWORK REQUIRED:

1. **All students (both traditional and INET enrolled)** must provide monthly verification of employment by turning in one of the following:
Check Stub or self-employment form for the month you are requesting gas vouchers (All forms are available at www.anc.edu/pathways or in front of the Pathways offices).
2. **All students (both traditional and INET enrolled)** must provide monthly attendance and grade monitoring documentation for the month gas is requested. Students can utilize either the ANC portal grade book or the Monthly Attendance Form. (All forms are available at www.anc.edu/pathways or in front of the Pathways offices).

***If for any reason a student has more than 2 absences or 2 missed assignments per month and/or failing grades, eligibility is suspended for that month.**

- 3. INET ENROLLED ONLY STUDENTS** must provide a monthly on-campus verification form if they want to receive gas vouchers. This form must be documented by appropriate ANC personnel. Visits are limited to twice a week. (All forms are available at www.anc.edu/pathways or in front of the Pathways offices.

FORM(S) REQUIRED: Listed on www.anc.edu/pathways under **Availability of Services or in front of the Pathways offices.**

- Self-Employment Form
- Attendance/Grade Monitoring Form
- On-Campus Daily Verification Form

Documentation deadline:

All forms must be submitted to the CPI Advisors by the following due dates at 4 pm:

October 8
November 5
December 3
January 14
February 4
March 4
April 8
May 6
June 3

Fuel vouchers may be picked up the following Monday-Friday in the Business Office after the paperwork has been submitted. Students must have their student ID card to pick up, no other form of ID will be accepted.

***Please note if you fail to pick up your gas vouchers by the above dates, then you will not receive any for that month, NO EXCEPTIONS/EXCUSES.**

Student Signature_____