

# **ACE-IT in College: Application for Admission**

2026-2027 Cohort

Name:

Date Received (official use only):

# ACE-IT in College's Mission Statement

ACE-IT in College is a School of Education certificate program at Virginia Commonwealth University (VCU) dedicated to the academic and career success of its students. The program is designed to support students with intellectual disability wanting to attend college as a pathway to obtaining competitive integrated employment and self-determined futures. The program strives to provide each student with individualized support so that ACE-IT in College students can actively engage in real-world learning through inclusive VCU employment, academic coursework, and campus activities.

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Greetings!

Virginia Commonwealth University's ACE-IT in College program is an inclusive college program for individuals with intellectual disability. ACE-IT promotes full inclusion and participation in college and provides support in the areas of academics and employment.

One goal of ACE-IT is to learn about the college experiences of students with intellectual disability. It is understood by submitting this application that ACE-IT staff will collect information on participants' academics, employment, support needs, and outcomes throughout the program.

This application packet provides the ACE-IT Admissions Committee with information about the applicant's experiences and goals. Our mission is to admit students who will be successful in college, earn a certificate from VCU, and achieve the outcome of competitive integrated employment in their career of choice.

Thank you for taking the time to complete the VCU ACE-IT in College application. We look forward to learning more about you. If you have questions, please email [aceit@vcu.edu](mailto:aceit@vcu.edu).

Sincerely,

The VCU ACE-IT in College Admissions Committee

# Application Packet Checklist

Applications that are incomplete or missing any required documentation will not be considered.

## Required

- Current student resume
- Most recent eligibility determination: Transition Individualized Education Program (IEP), Individualized Service Plan (ISP), or Individualized Plan for Employment (IPE). Please include other official documentation of your disability if you do not have an IEP, IPE, or ISP.
- High school transcript
- High school disciplinary record (if within 3 years of high school graduation)
- 2 references: To be completed and submitted by the reference.
  - Educational or employment reference
  - DARS reference (if the applicant does not have a DARS counselor, include an additional educational/ employment reference)

## Encouraged, But Not Required:

- Results of career and transition assessments
- Relevant medical documentation
- Complete FAFSA for current cycle and 2025-2026 cycle.
  - Please note: Priority Filing is February 1, 2026. Students are encouraged to submit their FAFSA by this date to maximize their chances of receiving financial aid, including Pell Grants and Federal work-study opportunities. More information regarding FAFSA can be found here:  
<https://studentaid.gov/>

# VCU ACE-IT in College Eligibility Criteria

Eligibility requirements for the Fall 2026 ACE-IT in College cohort must:

- Be 18 years of age or older at the time of entering VCU.
- Have completed high school. (Students 18 and older who are still in high school receiving special education services may also apply.)
- Reside in the Greater Richmond during the program.
- Have a documented intellectual disability and provide documentation with the application packet.

ACE-IT Students should also:

- Be prepared to financially meet the VCU tuition, university fees, and program fees to participate in the program.
- Have an interest in going to college as a non-degree-seeking student and earn a certificate awarded through VCU's School of Education.
- Have experience in a work environment (school, volunteer, and/or paid work).
- Have experience attending and participating in classes for up to 50-90 minutes.
- Have or be prepared to arrange reliable, timely transportation to and from campus for all classes and other required activities.
- Have experience independently using a cell phone and be willing to obtain their own cell phone before starting courses.
- Pass a criminal background check for internship and employment sites.

By signing below, I indicate that I am eligible to participate in ACE-IT in College based on these criteria. I understand that omitting or falsifying critical information may lead to non-admission or dismissal from the program.

Applicant Signature:

Date:

# VCU ACE-IT in College Application Timeline

|                                               |                   |
|-----------------------------------------------|-------------------|
| Application Due                               | February 13, 2026 |
| Student Interview<br>(Panel and Campus Visit) | March-April 2026  |
| Student Selection                             | April 2026        |

**To be completed by the applicant (with support as needed).**

## **PART I – APPLICANT INFORMATION**

HOW DID YOU HEAR ABOUT ACE-IT? (website, teacher, DARS, attended information session, friend, etc.)

|                       |               |                          |
|-----------------------|---------------|--------------------------|
| APPLICANT'S FULL NAME | DATE OF BIRTH | NAME OF YOUR HIGH SCHOOL |
|-----------------------|---------------|--------------------------|

### **ADDRESS & CONTACT INFORMATION**

|                        |          |                             |
|------------------------|----------|-----------------------------|
| STREET ADDRESS         |          | PHONE NUMBER                |
| STREET ADDRESS (APT #) |          | EMAIL ADDRESS               |
| CITY                   | ZIP CODE | COUNTY OR CITY OF RESIDENCE |

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?      YES (IF YES, EXPLAIN BELOW)      NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?      YES (IF YES, EXPLAIN BELOW)      NO

DO YOU HAVE A HISTORY OF ENGAGING IN CRIMINAL ACTIVITY? (EXAMPLES: THEFT, STALKING, ASSAULT, PROPERTY DESTRUCTION)      YES (IF YES, EXPLAIN BELOW)      NO

### **FAMILY CONTACT INFORMATION**

**Please tell us a little bit about a family member who helps you on a regular basis.**

|                    |                                                 |                     |  |
|--------------------|-------------------------------------------------|---------------------|--|
| FAMILY MEMBER NAME |                                                 | FAMILY MEMBER EMAIL |  |
| CELL PHONE NUMBER  | FAMILY MEMBER ADDRESS (if different from above) | RELATIONSHIP        |  |
| HOME PHONE NUMBER  |                                                 |                     |  |
| WORK PHONE NUMBER  |                                                 |                     |  |

### **ACKNOWLEDGMENT OF ACE-IT FEES**

IS THIS FAMILY MEMBER PRIMARILY RESPONSIBLE FOR ASSISTING THE STUDENT IN PAYING VCU TUITION, UNIVERSITY FEES, AND PROGRAM FEES FOR THE PROGRAM?

YES      NO

**If there are other family members who will be financially supporting the student, please make sure they are invited to attend informational meetings on VCU tuition, fees and program costs. To learn more about these costs, please visit the ACE-IT in College website at [ACEitinCollege.vcu.edu](http://ACEitinCollege.vcu.edu).**

## PART II – EDUCATIONAL EXPERIENCE

YOUR DIPLOMA TYPE

STANDARD

MODIFIED STANDARD

CERTIFICATE

APPLIED STUDIES

OTHER (*Specify*)

GRADUATION YEAR OR ANTICIPATED GRADUATION?

HAVE YOU ATTENDED COLLEGE OR A TRAINING PROGRAM BEFORE? YES NO

**IF YES, PLEASE ANSWER THE FOLLOWING:**

NAME OF PROGRAM

HOW LONG

DATE PROGRAM COMPLETED

EXPLANATION IF YOU DID NOT COMPLETE THE PROGRAM

## PART III – EMPLOYMENT/WORK EXPERIENCE

ARE YOU CURRENTLY EMPLOYED? YES NO

IF YES, WHERE?

WILL YOU MAINTAIN CURRENT EMPLOYMENT DURING THE ACADEMIC SEMESTER(S), IN ADDITION TO TAKING CLASSES AND PARTICIPATING IN A CAMPUS JOB?

YES NO

### PAST EMPLOYMENT EXPERIENCE

**Describe two of your most recent jobs. If you have no paid work experiences, then describe volunteer work at school or in the community.**

1. EMPLOYMENT SITE

DATES WORKED

HOURS/WEEK

JOB DUTIES

WAS THIS A PAID POSITION?

YES NO

2. EMPLOYMENT SITE

DATES WORKED

HOURS/WEEK

JOB DUTIES

WAS THIS A PAID POSITION?

YES NO

IF NO LONGER EMPLOYED AT EITHER LOCATION, WHY DID YOU LEAVE YOUR JOB(S)?

## PART IV – POSTSECONDARY GOALS

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**Please share your goals about life after high school.**

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EDUCATION GOALS (EXAMPLE: WHAT COLLEGE CLASSES INTEREST YOU?)

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COLLEGE GOALS (HOW WOULD YOU LIKE TO GET INVOLVED IN VCU OUTSIDE OF CLASSES?) E.G., CLUBS, ATTENDING PLAYS OR SPORTS, GOING TO THE GYM

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EMPLOYMENT GOALS (EXAMPLE: WHAT CAREER INTERESTS YOU?)

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## PART V – HEALTH/MEDICAL INFORMATION

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**Please tell us about any medical or health conditions that would help us if you attended VCU.**

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ARE THERE ANY MEDICAL CONDITIONS YOU MAY NEED SUPPORT WITH TO FULLY AND SAFELY PARTICIPATE AT VCU ACE-IT IN COLLEGE?      YES      NO

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IF YES, PLEASE DESCRIBE

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PART VI – FAFSA, SERVICE AGENCIES & REFERENCES

FAFSA

To help us better understand your eligibility for various financial aid opportunities, including federal and institutional grants, we recommend all domestic applicants complete the Free Application for Federal Student Aid (FAFSA). Have you submitted your FAFSA for both the 2025-2026 academic year and the 2026-2027 academic year?

- Yes, I have submitted both.
- No, but I plan to submit both.
- No, and I do not plan to submit both.
- I would like additional support related to FAFSA.

SERVICE AGENCIES

Please review the list of service agencies and supports below. Please answer if you currently receive any services or supports from them.

|                                                              |                                                                               |
|--------------------------------------------------------------|-------------------------------------------------------------------------------|
| DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES (DARS)      | COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS) |
| CURRENTLY RECEIVING SERVICES?                                |                                                                               |
| YES NO                                                       |                                                                               |
| EMPLOYMENT SUPPORT VENDORS (JOB COACH)                       | COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS) |
| CURRENTLY RECEIVING SERVICES?                                |                                                                               |
| YES NO                                                       |                                                                               |
| COMMUNITY SERVICES BOARD                                     | COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS) |
| CURRENTLY RECEIVING SERVICES?                                |                                                                               |
| YES NO                                                       |                                                                               |
| SOCIAL SECURITY ADMINISTRATION                               |                                                                               |
| DO YOU RECEIVE BENEFITS FROM SOCIAL SECURITY ADMINISTRATION? |                                                                               |
| YES NO                                                       |                                                                               |

I give permission to inform my service providers (DARS, CSB, or Employment Support Vendor) that I am applying to ACE IT in College and to obtain information about my case:

Signature

Date

In order to maximize long term employment supports and success, we strongly encourage applicants to have an open case with the Department for Aging and Rehabilitative Services (DARS), have their DARS counselor's support for attending ACE-IT in College, meet financial need, and have postsecondary education as a goal in their DARS Individualized Plan for Employment (IPE).

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## REFERENCES

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**Two references are required for admission consideration. Please list who your references are and have them complete the corresponding reference form included in this application.**

- If you have DARS (vocational rehabilitation counselor), a DARS recommendation is required.
- If no DARS counselor, but you are still in high school, an Education referral is required.
- If you have been out of school for a number of years, and you do not have a DARS counselor, a letter of recommendation from an employer or other professional is required.

|                   |                                |
|-------------------|--------------------------------|
| NAME              | PHONE NUMBER AND EMAIL ADDRESS |
| TYPE OF REFERENCE |                                |
| NAME              | PHONE NUMBER AND EMAIL ADDRESS |
| TYPE OF REFERENCE |                                |

By signing below, I certify that I have completed this application to the best of my knowledge.

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Signature

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Date

If you had assistance completing this application, please give us the following information about who helped you

|                              |       |              |               |
|------------------------------|-------|--------------|---------------|
| Name                         | Title | Phone Number | Date          |
| Organization (if applicable) |       | Phone Number | Email Contact |

# VCU ACE-IT in College: Educational/ Employment Reference Form

\_\_\_\_\_ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program. Students participate in academic and employment experiences that support their career goals.

**Please answer the following questions to the best of your ability and return the form to [aceit@vcu.edu](mailto:aceit@vcu.edu) no later than 5:00 PM on February 13, 2026.**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from VCU ACE-IT in College?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

# VCU ACE-IT in College: DARS Reference Form

\_\_\_\_\_ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program for individuals with cognitive disabilities. Students participate in academic and employment experiences that support their career goals.

Please answer the following questions to the best of your ability and return the form to [aceit@vcu.edu](mailto:aceit@vcu.edu) no later than February 13, 2026.

Name: \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

What stage is this applicant connected to DARS?

Pre-ETS

Application

Plan

Other: \_\_\_\_\_

What is your general knowledge of this applicant and their interest in attending college?

How do you feel the applicant would benefit from VCU ACE-IT in College?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed at ACE-IT in College?

**If you have any questions regarding the program or the milestone agreement, please contact [ACEit@vcu.edu](mailto:ACEit@vcu.edu).**