UCF | Inclusive Education Services
UNIVERSITY OF CENTRAL FLORIDA

Inclusive Education Services Application Guide:

Overview (Pages 1–5) and Checklist (Pages 6–8)

Thank you for your interest in Inclusive Education Services (IES) at the University of Central Florida (UCF). Please take a moment to review **all** information within this document. It is designed to answer the most common questions we receive during the application process. We have also attempted to point out common misunderstandings, mistakes, and application submission errors through the information provided. We hope this content will guide you in submitting the application with all necessary components. Only applications that are 100% completed will be reviewed.

Please note: All necessary materials must be uploaded within the application survey form. If you have any questions about the application process, email IES at ies@ucf.edu.

Application Process Overview, In-Person Interviews, and Summer Experience

IES is currently accepting applications for Fall 2027 enrollment. The application deadline is Friday December 4th, 2026, at 11:59pm. Interested students must complete and submit all application materials by this deadline. Only fully completed applications will be considered. Students will be notified by January 15th if they are selected to participate in an on-campus interview. The on-campus interviews will take place during the first 2 weeks in February. Please hold February 1st through February 12th for potential interviews. The interview dates are non-negotiable. More details on the interview schedule and date will be sent in January to selected candidates.

If accepted, students will receive admission notification no later than March 5th 2027.

Students who are admitted to IES for fall 2027 will be **required** to attend a three-day transition preparation experience in June or July and a **mandatory** IES New Student and Family Orientation in August, prior to the start of fall classes. The purpose of the summer experience is to:

- Prepare students for expectations of college students on campus;
- Help students become familiar with the campus;
- Provide students with an opportunity to get to know the IES team and one another;
- Assess student readiness for college participation and independent living.

Inclusive Experience, Eligibility, Expectations, and Curriculum Outline

Applicants are highly encouraged to review the IES Handbook prior to completing the application. The Handbook provides an overview of IES and its two-year academic experience, highlights the current

curriculum model that all incoming students must adhere to, outlines general expectations, policies, procedures, communication and information sharing practices. The IES Handbook provides the most comprehensive guide to what interested students and families need to know about the IES experience.

The IES Experience and Guardianship

Legal guardians of an interested applicant must spend time reviewing the guardian expectations (pages 24-27). Students who have parents or other individuals identified as court-approved legal guardians with a specific emphasis on social guardianship (or related language) or full and complete guardianship (or related language) are not eligible to participate in IES. IES will consider students under legal guardianship when the guardianship language itemizes the parameters of guardianship and does not specify social (or related language) guardianship status. In applicant situations where this applies, please contact Dr. Jaime Best with questions at Jaime.Best@ucf.edu.

Anticipated Expenses to Participate in IES

Estimated cost to student for in-state Florida residents is approximately $10,000 per semester with on-campus housing* and a meal plan **or** approximately $7,200 per semester with on-campus housing and with no meal plan. IES students qualify for a scholarship of $7,500 per semester from the Florida Center for Students with Unique Abilities (FCSUA) which could be applied to campus expenses and reduce the overall cost each of the four semesters. An Estimate of overall expenses for the four semesters include:

- $2,600 per semester for academic unit fees (required to take at least 10-12 academic units per semester);
    - Non-Florida residents pay approximately $9,500 per semester for academic unit fees, which is the only cost difference from a Florida resident. All other expenses are the same.
- $4,600 for housing per semester;
- $2,200 -$3,100 for a meal plan per semester (optional)
- $500-$750 in course materials and textbooks per semester;
- Finances to support general daily living and student campus experiences;
- Transportation to work experiences and internships outside of UCF shuttle routes.

*On-campus housing availability for 2027-2028 is unknown at this time. More information will be shared with accepted applicants.

Application Review Process

The admission selection process is comprehensive and does not follow a traditional approach where those with the highest grade-point averages and most outstanding experiences are awarded admission. IES does not have specific criteria that, if fulfilled, guarantees student admission. True to our mission,

IES strives for a diverse community of students with a variety of personal experiences who are eager to learn and seek meaningful employment. The decision to offer a campus interview will be made by the Inclusive Education Services' Application Committee in their best judgment of all available information. In addition to the abilities of the student, the student's network of family support and the capabilities of Inclusive Education Services and the UCF community to engage effectively with the student will also be considered.

The IES Application Committee will not contact applicants for additional information during the application review. Please take the time to submit all required information with appropriate explanation during the application submission process. Parents and guardians are encouraged to provide detailed information within their questions of the application.

Financial Support Available to Students

The following are the primary forms of financial support that students utilize to facilitate participation in IES:

FCSUA Scholarship: IES is currently an approved program through the Florida Center for Students with Unique Abilities (FCSUA). All students with this designation automatically receive an annual scholarship of up to $15,000 to be used toward academic expenses. Students may receive no more than $30,000 from FCSUA during the duration of the IES experience.
The following consequences may result from failure to meet satisfactory academic progress and being placed on academic probation: increased expenses, loss of FCSUA scholarship, and an increase in the number of semester(s) required to earn the credential. Please refer to pages 19-23 in the IES handbook for more information about good academic standing, probation, disqualification, and satisfactory academic progress.

- Per state guidelines, and given the IES curriculum design, students will receive an FCSUA scholarship (currently set at the maximum amount of $7,500) in the Fall and Spring semesters.

Free Application for Federal Student Aid (FAFSA): Through UCF's Comprehensive Transition Program status through the US Department of Education, students may be eligible for Pell, Supplemental Educational Opportunity Grant, Work-Study, and the State scholarship. Completing the FAFSA does not

guarantee eligibility for these funds. Completion of the FAFSA (https://fafsa.gov) is the only way to assess student eligibility for these funding sources.

Vocational Rehabilitation (VR): For students connected with VR and for whom the Individualized Plan for Employment (IPE) directly aligns with one of the three concentrations offered through IES (Hospitality, Social Services, and Education), tuition funding support may be possible.

We encourage all prospective students to connect with VR and to align career goals with one of our academic concentrations. Speak with an IES team member for more information.

The UCF Experience

Most, if not all, of our class activities will be on-campus. Students admitted to IES for fall 2027 will be expected to actively participate in on-campus classes and activities. While virtual learning has some benefits, our experience shows that students gain the most from engaging on-campus. If an interested applicant is not in a place medically to be on campus at this time, we encourage pursuing IES in a future year.

Application Consideration and Selection

The application is available October 2nd, 2026 – December 4th, 2026. Applications must be fully completed without exception by 11:59pm EST on December 4th. All application information must be completed online. **No information is to be mailed or hand-delivered to the IES office at UCF.**

Prospective students are encouraged to complete as much as possible on their own with assistance from others as needed. All information listed in the checklist (at conclusion of this document) must be submitted for the application to be considered complete. Incomplete applications will not be considered. All information is confidential and will not be shared with any outside agencies unless written agreement is provided by those completing the application. Information will not be returned or duplicated for any purposes.

Applications will only be considered after ALL requested information is received. An Application Committee will review applications and select prospective students for an interview. The committee will place notable emphasis on:

- Intellectual disability and/or IQ information provided within the documentation;
- The prospective student's desire for employment after graduation;
- The prospective student's motivation to be a UCF student and their consistent, continuous desire to learn;
- Recent work and volunteer history;
- 2 professional references (contact information, **not** letters);
- The prospective student's ability to function independently on campus, including in our residential community, within the resources available through the UCF's Inclusive Education Services and natural campus-wide resources;
- The parent/family/guardian's forthright assessment of the prospective student's skills and college readiness;
- Prospective student's ability to adhere to general expectations and policies contained in the IES student handbook and UCF's Student Code of Conduct.
- Family and community network of support available to the student.

UCF INCLUSIVE EDUCATION SERVICES' APPLICATION CHECKLIST

The following required documents can be uploaded through the application survey form (link provided below). Please have the following 5 materials available at the time of application completion. The required pieces of information listed below must be submitted with the application by December 4th, 2026, at 11:59pm for application consideration:

1. Online Application: Student and family information may only be submitted online at this link. Completing the information will take approximately 45 minutes:
    - Fall 2027 Application Link (once open, the link will remain active for a week and then information will reset; please plan accordingly). The information cannot be guaranteed to be saved once you start the survey. If your application times out and you receive an error message when reopening the link, please try using a different web browser. For example, if you initially opened the application in Safari, try reopening it in Chrome or Firefox.

2. Student Video
    - Each applicant must submit a three-minute video as part of the application process. The video should show and explain what a typical day in the applicant's life looks like. The applicant should also explain, in their own words, why they want to become a student in the IES program. Be sure the video can be viewed by the public and share the link with us. Videos should not be scripted. Instead, they should allow the application committee to understand the student's ability to orally communicate in a natural setting. *Please do not record anyone without their consent. Videos filmed in shared spaces must not include other students, staff members, or minors.
    - Videos can be taken on a cell phone, tablet, or computer camera; advanced technology is not necessary.
    - Students and families will be able to electronically upload the file within the survey.

3. Verification of intellectual disability diagnosis and/or confirmation of a Full-Scale IQ score via any of the following options* (only one item needed but additional information may be submitted as deemed beneficial):
    - Highly Recommended: Educational/psychological evaluations and assessments conducted within the past three years, including a measure of intelligence, achievement, and adaptive behaviors;

- IEP (may not contain specific diagnosis or Full-Scale IQ information; please review before providing, especially if it serves as the sole documentation source);
- Other document(s) with third party diagnosis verification or Full-Scale IQ confirmation.

4. Most Recent Individualized Education Plan (IEP)

5. Legal Guardianship and/or Power of Attorney Documents (if applicable)

*All submitted documents must include the student's full legal name. Documents that do not include the student's full legal name will not be accepted.

Critical communication regarding confirmation of application submission: Applicants will receive a confirmation from the IES team at the email addresses provided when all application information is received. If the applicant does not receive this email within 5 business days of when they completed the application or if the materials were submitted near the deadline, please contact us immediately at ies@ucf.edu. An applicant who contacts IES and asks about their application status only to learn that it was not complete by deadline will not be considered for admission. Interested applicants who do not submit all application requirements by deadline will need to consider IES during the 2028 application cycle.

The importance of clear documentation: Per state legislation and our alignment with the FCSUA's program requirements, all students who participate in Inclusive Education Services must have an intellectual disability diagnosis. If the application review team does not clearly see an intellectual disability diagnosis in writing or if a full-scale IQ score does not align with the federal definition of intellectual disability (an IQ of approximately 75 or below) without additional clear explanation, the candidate may be denied further consideration. The application review team will not contact applicants during the review to seek clarification due to the volume of applications received.

An autism diagnosis is not considered an intellectual disability. Some people may have an intellectual disability in addition to an autism diagnosis. Documentation that suggests an autism diagnosis only may result in the application not receiving further consideration. IQ scores along with an autism diagnosis can assist in understanding the full disability diagnosis.

The IES team is not able to contact schools or other resources on behalf of a prospective student to obtain documentation, such as transcripts and disability documentation. Prospective students are welcome to contact us if they have questions about the correct information to submit relative to the prospective student's circumstances. Obtaining the needed information is the responsibility of the student and family.

If accepted for Fall 2027 admission, the student and family must complete the following pieces of information. More details will be provided upon admission.

- ☐ UCF Admissions Application
- ☐ Pay UCF Admissions Application fee (approximately $30)
- ☐ Complete the Florida Residency documentation
- ☐ Submit academic transcript showing high school completion
- ☐ Proof of health insurance or statement that student and family/guardian understand that the student will need to purchase health insurance through UCF;
- ☐ Complete the UCF Immunization Form (https://studenthealth.ucf.edu/immunizations/) as quickly as possible; as this form is needed on file to select a Fall course schedule
- ☐ Adjust guardianship status to remove social guardianship (if applicable) and provide documentation when social guardianship is removed.

PLEASE NOTE: Students who are unable to complete the above steps by respective deadlines will forfeit IES admission placement for August 2027.

Best of luck with the application process!

-IES Team