## Workforce Education

**Program Overview, Student Expectations and Commitments**

### Eligibility
- You have been approved for funding based on the documentation and other information you provided. If your income or benefits change, you **must** notify your Workforce Education advisor.
  - **WorkFirst** – You must be receiving a TANF cash grant and have an active Individual Responsibility Plan (IRP) with DSHS that allows for school.
  - **BFET** – Your basic food must be open each quarter that you attend school and you must complete all reviews and respond to DSHS in a timely manner so there is no interruption in service.
  - **OG** – You must be within income guidelines. There is a 45 credit maximum limit.
  - **Worker Retraining** – receiving Unemployment Benefits, exhausted UI benefits within the last 24 months, approved Displaced Homemaker, previously self-employed or honorably discharged Veteran within the last 24 months.

### Pursue an Approved Program
- You must pursue an approved training program that is relevant to your identified short-term and long-term employment goals. Please see the approved Prof/Tech programs list for Workforce Ed.
- At least two quarters prior to completing your training program, you may meet with your advisor to complete an employment plan. The employment plan is designed to prepare you for (re)entry into the workforce upon completion of your program.

### Financial Aid
- You **must** apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) and the Bellevue College aid form by the end of your first quarter in a WE program. You will need to re-apply for Financial Aid each calendar year. Once you receive financial aid, Workforce Education will no longer be paying your education costs (with exception of OG), but you will remain in the program as long as you meet the eligibility requirements and make satisfactory academic progress.

### Education Plan
- You will work with your advisor to develop your education plan. Contact your advisor **before** you add, drop, or substitute classes. Workforce Ed will only pay for classes that are on your education plan. If your plan needs to be updated, contact your advisor **before** your registration appointment.

### Know Important Dates
- Know the important dates and deadlines at the college (i.e. registration, qtr start date, add/drop deadline). To find a list of these dates, go to: [http://bellevuecollege.edu/enrollment/calendar/deadlines/](http://bellevuecollege.edu/enrollment/calendar/deadlines/)

### Register for Classes
- Register for classes on your education plan on or near your registration appointment. Within 24 hours of registering, submit a “Quarterly Enrollment Form”. If you have followed your education plan, your advisor will place a payment deferment on your account. This deferment will hold your classes until Workforce Education funds can be applied. If you have not registered according to your plan or you have not turned in a Quarterly Enrollment Form, you will not be granted a deferment, and your classes may be dropped for non-payment. If this happens, you may be charged a drop fee which you must pay.

### Tuition Assistance
- Tuition assistance may be available if you are not receiving federal or state financial aid. Assistance may include tuition, fees, and required textbooks. There are some fees that Workforce Education cannot pay. These include, but are not limited to, drop fees, red card fees, library fines, parking tickets etc.

### Satisfactory Academic Progress
- In order to remain eligible for funding, you **must make satisfactory academic progress** each quarter. You are expected to complete all of your attempted credits (regardless of how those credits were funded) and earn a quarterly GPA of 2.0 or higher.
  - Grades of I (Incomplete), HW (Hardship Withdrawal), W (Withdrawal), N (Audit), NC (No Credit), or F (Fail) are counted as **incomplete** credits.
  - If you are taking prerequisite classes for a selective admissions program, such as Diagnostic Ultrasound, Nursing etc., you must earn a GPA of at least 3.0 or higher each quarter.

Any student who does not meet Satisfactory Academic Progress will be placed on probation and must successfully pass all classes the next quarter that they enroll and maintain their required quarterly GPA. Failure to meet this expectation could result in the loss of Workforce Education eligibility.

### Communicate with your Advisor
- Communicate with your advisor if any change occurs that may affect your eligibility for tuition assistance such as a change in income or change in public assistance benefits. Update your contact information as needed, including address, phone number and email address. Bellevue College requires that all communication with a student be sent to a **Bellevue College email address**. Remember to check this email account regularly as official communications from the college, the Financial Aid Office and from your WE advisor will be sent there.

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I have read and I understand the program expectations and commitments.

Last, First Name: ___________________________  
Student Signature ___________________________  
Date________________________
Workforce Education
Program Specific Information

Please read and initial your specific program information

Basic Food Employment and Training (BFET)

| Eligibility | - The Basic Food Employment & Training (BFET) program is a federally funded employment program designed to assist you in obtaining short-term training to improve your job skills so you can enter/re-enter the workforce. |
| Childcare | - Being in the BFET program may enable you to get subsidized childcare. Access to childcare while you are in class (availability, eligibility, and hours) is determined by DSHS. Once you have registered for class, fax a copy of your schedule to DSHS. Once we have approval for your quarterly participation you can contact WCCC. This process can take time, so please do not wait. |
| Progress Reports | - Progress and Participation Reports are sent every month to each of your instructors. Each instructor will complete the report and return it to your advisor who may contact you if there are any concerns. Your progress will then be reported to DSHS. |

Opportunity Grant (OG)

| Eligibility | - The Opportunity Grant (OG) Program is a state-funded program designed to assist you in obtaining a college certificate by providing assistance for up to 45 college credits. |
| OG Funding | - Once you are awarded financial aid, the Opportunity Grant can continue to contribute toward your tuition costs at $50 per credit. However, you will no longer be eligible for book or tool funding. |
| Progress Reports | - Progress and Participation Reports are sent every month to each of your instructors. Each instructor will complete the report and return it to your advisor who may contact you if there are any concerns. |

WorkFirst (WF)

| Eligibility | - WorkFirst is a transitional employment program focusing on short term training to give you job skills. |
| Participation Requirement | - You must participate weekly in 35-40 hours of approved WorkFirst activities to remain eligible for TANF unless otherwise approved by your DSHS case worker. Approved school participation hours include: classroom attendance, unsupervised homework hours and supervised homework hours. Your case worker may also include other approved activities. |
| Absences | - All absences must be reported within 24 hours. Absences that are not reported are considered unexcused and will be reported to DSHS. If you are absent for more than two days in a row some form of documentation will be required (doctor’s note, court papers etc.). Poor attendance and not reporting absences may result in being referred back to DSHS. |
| Mid Quarter Check In | - All WorkFirst students must attend a mid-quarter check in appointment to remain eligible for the WorkFirst program. Check-ins are scheduled for the middle of the quarter and students will be notified by email. |
| Progress Reports | - Progress and Participation Reports are sent every month to each of your instructors. Each instructor will complete the report and return it to your advisor who may contact you if there are any concerns. Your progress and participation hours will then be reported to DSHS. |

Worker Retraining (WR)

| Priority Registration and Tuition deferments | - Even if you are not receiving Worker Retraining funding (i.e. Pell grant, 3rd party funding), you still need to follow the program expectations and commitments to continue to receive priority registration and deferments. |
| CAT/TB | - If you are receiving unemployment, you are required to obtain permission from Employment Security to attend classes. This is done through the CAT/TB application. Ask your advisor for information about the CAT/TB workshop in order to get started. |
| Course Load | - Worker Retraining students are generally required to be full time – at least 12 credits each quarter, with some exceptions. You must discuss these exceptions with your advisor. |
| Revision Request | - Worker Retraining students should submit a “Revision Request” in the Financial Aid Office after completing their FAFSA & BC financial aid application. |
| ESD Progress Reports | - Progress reports are sent directly to students receiving unemployment benefits who have been approved for CAT/TB. You will receive a progress report approximately every 6 weeks and must have it signed by an instructor and faxed back to Employment Security by the due date. You can have this faxed in N211 at the Worker Retraining front desk. During the break between quarters, your Worker Retraining advisor can sign off. |

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