

2022-2023 WES Disclosure Agreement

Please review the following conditions of receiving Workforce Education Services (WES) funding. Funding may be revoked or canceled if the conditions outlined below are not met. Conditions are subject to change.

Section 1 – Grant Funding Eligibility

- a. I understand that WES grant allocation is primarily startup funding and will not pay the entire cost of my program. Funding caps may apply and can vary depending on individual grant eligibility. Eligibility is determined on a monthly or quarterly basis depending on grant funding source and unmet need.
- b. WES is intended to fund the first quarter of enrollment. Beyond the first quarter, students must follow local policy of providing proof of the current academic year Financial Aid (FA) application, and a denied letter with explanations. I also agree to file the FAFSA/WASFA for each academic year that I attend school.
- c. If I am awarded Federal FA grants, I understand that my WES funds may be reduced or canceled and FA will be allowed to pay. WES may optionally step in to pay the remaining tuition balance depending on student need, grant eligibility and availability of funds.
- d. I understand that my household income, Washington State residency, receipt of State of Federal benefits must be verified. I agree to provide copies of my FAFSA/WASFA, tax returns and/or W-2(s), other documentation of income, ESD Unemployment Insurance, DSHS Federal Food Assistance benefit letter, or any other information as seen necessary to determination of eligibility by WES staff.
- e. To qualify for BFET, I must be eligible to receive Federal food assistance from DSHS. My food benefits must be open each month in order for me to receive assistance. I must submit monthly progress reports by instructors, which will be reported to DSHS.
- f. I understand that I must disclose if I have received Opportunity Grant funding at another community or technical college in Washington State and that my eligibility for future funds will be determined based on previous credits funded.

Section 2 – Participation and Progress

- a. I understand that WES eligibility is contingent on enrollment in an approved Professional-Technical degree and/or certificate. If I make any changes to my program plan or classes/quarterly schedule, I will contact my assigned Workforce Advisor before I add, drop or substitute classes. I understand that WES will only pay for classes that are on my academic program plan unless I receive explicit approval from my Workforce Advisor.
- b. I understand that I am responsible to follow the Student Rights and Responsibilities Code (WAC 1321- 120).
- c. I agree to keep my student records up to date. I may be asked to update my residency status with the Admission's office in order for the WES staff to determine my eligibility for aid.

- d. I understand that I must abide WES and Federal FA guidelines, including but not limited to Satisfactory Academic Progress: completing over half of all credits registered with at least a 2.0 GPA.
- e. I understand that any unused quarterly funds are returned to the funding source and are not automatically applied to future funding needs.

Section 3 – Book Vouchers

- a. Eligible students may receive a book voucher through the Highline Bookstore, funding caps may apply each quarter depending on availability of funds. This voucher cannot be used on third-party sites. Damaged, lost, stolen books or access codes will not be replaced.
- b. In the event I purchase the wrong book or access code that has already been used/opened, will not be refundable or replaced.
- c. I understand that the book voucher is only to support **one copy of each required academic textbook** (no duplicates), for that quarter of enrollment. WES allocations cannot be used towards optional school supplies and non-academic needs, with the exception of eligible students pursuing Nursing Assistant Certificate (NAC/CNA).
- d. If I withdraw from classes, I may be asked to return any unused and unopened books and/or access code bundles.
- e. Any misuse of book vouchers will result in immediate tuition and book funding suspension. My book voucher may also be revoked without notice. I understand that if I do not return the non-approved item(s), pay out of pocket for the item(s), or find another funding source to cover the expense, my WES funding will be terminated for future quarters.

Section 4 – Authorizations and Disclosure

- a. I authorize Employment Security, DSHS, WorkSource, other State and Federal agencies, schools, colleges, and community-based organizations to exchange any information required for my enrollment, support services, and funding in Workforce.
- b. I agree to allow WES staff to request from or share my personal information with other departments on the Highline Campus involved in my education plan; including but not limited to, Financial Aid, Cashier, Registration, Admissions, Advising, TRIO, Veteran Affairs, Bookstore, and instructional faculty or advisors.