

# 2024-2025 WES Disclosure Agreement

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

## **Section 1: Grant Funding Eligibility:**

- a. I understand that the WES funding sources are primarily for start-up tuition assistance for the approved program launch; the WES funding source will not cover my entire program costs. Funding caps may apply and may differ depending on who is eligible for a grant. Funding caps may apply and may vary. The WES grant's funding source and the unmet needs students report on their FAFSA determine eligibility either monthly or quarterly.
- b. The WES funding source aims to provide awards to qualified students during their first quarter of enrollment. Beyond the first quarter, students must follow the local policy of providing proof explanations. I agree to file the FAFSA/WASFA for each academic year that I attend school.
- c. If I receive Federal FA grants, I acknowledge the possibility of a reduction or cancellation of my WES funds, leaving FA to cover the remaining balance. WES may optionally step in to pay my tuition balance, depending on funding availability.
- d. I understand that I must provide proof of my household income, Washington State residency, and receipt of federal food benefits. I agree to provide proof of my FAFSA/WASFA submission, tax returns, BFET letter, ESD unemployment insurance, and/or other income documentation to WES staff for eligibility determination.
- e. To qualify for the BFET program, I must obtain federal food assistance from the Washington State DSHS office. According to the BFET program, I must report my monthly progress to my WES advisor, who then reports it to DSHS as a continuous progress tracker.
- f. I am aware that I must disclose Opportunity Grant assistance from another college, which is based on previously supported credits.

## **Section 2 – Participation and Progress:**

- a. I understand that WES eligibility is contingent on enrollment in an approved professional-technical degree or certificate. If I make changes to my program plan, classes, or quarterly schedule, I will notify my WES advisor before adding, dropping, or substituting classes. I understand that the WES funding source can only cover the required and approved classes in my academic program plan.
- 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 the approved WES funding source can apply towards tuition and required academic textbook costs; any unused quarterly funds will go back into the WES funding source. Every quarter, I must submit a renewal funding request in order to receive financial support. Funds approved for a quarter cannot be carried over to the following quarter.
- e. Students must comply with the Federal FA and WES Satisfactory Academic Progress Achievement Guidelines. I understand I must perform well each quarter, with a minimum GPA of 2.0 or higher. If my GPA falls below 2.0 and/or I drop my paid courses without letting the WES team know, the WES team reserves the right to withhold my award for the following quarter. In order to continue receiving financial assistance, I must submit the WES Satisfactory Academic Policy application to seek approval.
- f. To repeat any course with an unsatisfactory grade, I must consult with the WES team and submit the WES Repeat Policy Application to seek approval.

**Section 3 – Book Vouchers:**

- a. Eligible students may receive a book voucher through the Highline Bookstore; funding caps may apply each quarter, depending on the availability of funds. You cannot use the approved book vouchers to purchase textbooks from any third-party sites. We will not replace damaged, lost, or stolen books or access codes. Students may not use the approved book voucher to buy any non-academic items or non-required supplies.
- b. If I purchase the wrong book or access code that has already been used or opened, it will not be refunded or replaced.
- c. I understand that for each quarter I enroll, I must purchase only one copy of my required academic textbook (no duplicates) from the Highline College bookstore using my authorized book voucher. Only qualified students who enroll in the Nursing Assistant Certificate (NAC/CNA) can purchase the required supplies.
- 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 suspensions. The WES staff may revoke my book voucher without prior notice. I understand that my WES funding may be terminated for future quarters if I do not return the non-approved item(s), pay for the item(s) myself, or find another funding source to cover the expense.

**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 or share my personal information with other departments at Highline College.
- c. In order to confirm my eligibility for financial assistance, I give permission for the Workforce Education Services Department and the Highline College Financial Aid Department to exchange and release a copy of my household income from my FAFSA and ISIR pages. My workforce file will store a copy of the shared income information.