

Program Participation Agreement

What do I need to do to participate in the BFET Program?

1. Apply for food assistance if you do not already receive it. You must also turn in all paperwork requested by DSHS and participate in recertification to keep your case open.
2. Identify clear employment goals, and be committed to returning to work after your training. We routinely use career assessments in this process.
3. Choose a professional technical degree or certificate (NO transfer degrees) which will help you reach your employment goals.
4. Develop an education plan with the BFET Program Manager. You must also meet with the Program Manager at least once a quarter to check in and review your plan. You may only register for the classes identified on your education plan.
5. After registering each quarter, bring a copy of your registration and a print out from the bookstore's website for required books to our office so a "hold" can be placed on your classes. Please note if you register for classes not identified in your education plan, you will not receive a deferment and your classes may be automatically dropped.
6. Turn in Progress and Participation reports signed by each of your instructors once a month. These forms are due to the Program Manager or Program Assistant no later than the 7th of each month.
7. You must maintain Satisfactory Academic Progress to continue participation in the program.
8. During your first quarter of participation in the BFET program, you must apply for federal financial aid by filling out the FAFSA, if you are eligible. This applies to all students in programs longer than one quarter. Apply on-line at www.fafsa.ed.gov

If you are in default with Financial Aid, you will need to develop and participate in a payment agreement to become current by the end of the quarter that BFET pays for. Documentation of this plan is required.

9. You agree to update the Program Manager on the status of your financial aid application and award. **You are not permitted to receive funding from both BFET and Financial Aid in the same quarter.** The Financial Aid Department will subtract the cost of tuition and fees automatically.
10. You agree to respond to all correspondence from the BFET Program Manager or Assistant (phone messages, e-mails, and letters) within 48 hours. You also agree to keep your contact information current.
11. If you gain employment (either full-time or part-time) you agree to report this information to the BFET Program Manager as soon as possible. We need to track your employment for one year. Job Clubs are available to help you in your job search. Attendance to Job Clubs is encouraged and may be required.
12. **If you find yourself struggling in one of your classes or considering withdrawing, you agree to contact the BFET Program Manager immediately.** There are many resources on campus we can help you access in order to be successful!

The BFET Grant success is measured on number of students that are employed after completion of a training program. I guarantee that I am eligible to work in the United States and am willing to participate in a criminal background check to determine eligibility for specific programs.

I further affirm that I have reviewed and will follow the terms of the BFET program as laid out on this page of this application.

Print Name _____

Signature _____ Date _____