

Workforce Education

Program Overview, Student Expectations and Commitments

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| Pursue an Approved Program | You must pursue an approved training program relevant to your short-term and long-term employment goals. (See approved Prof/Tech programs list for Workforce Education.) **Approval to pursue a selective admission program requires a minimum 3.0 GPA and placement into Math 099 and ENGL 092/093.** |
| Employment Services | During any stage of your education, schedule time with one of our Employment Advisors to identify your career interest, passions, and goals. Our desire is to assist you with (re)entry into the workforce through navigating the steps to employment, including: resumes, cover letters, interview prep, and job searching. Call (425) 564-2279 to make an appointment or visit https://www.bellevuecollege.edu/careers/ . |
| Financial Aid | You must apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) and the Bellevue College financial aid form by the end of your first quarter in a WE program. You will need to re-apply for financial aid each academic year. If you receive sufficient financial aid grants, 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 Education will only pay for classes that are on your education plan. If your plan needs to be updated, contact your advisor before your assigned registration date. |
| Know Important Dates | Know the important dates and deadlines at the college (e.g. registration, quarter start date, add/drop deadline). To find a list of these dates, go to: https://www.bellevuecollege.edu/studentcentral/calendar/ |
| Register for Classes | Register for classes on your education plan on or soon after your assigned registration date. Within 24 hours, submit a Quarterly Enrollment Form at https://www.bellevuecollege.edu/we/resources/ . Workforce Education will place a payment deferment on your account; this deferment will hold your classes until your advisor can review your registration and approve payment. If you do not register according to your plan or you do not turn in a Quarterly Enrollment Form, your classes may be dropped for nonpayment. If this happens, the college may charge you a drop fee which you are responsible for paying. |
| Tuition Assistance | Assistance with tuition and fees may be available if you are not receiving federal or state financial aid. BFET, Opportunity Grant, and WorkFirst may be able to assist with required textbooks. There are some fees that Workforce Education cannot pay. These include but are not limited to: drop fees, late registration fees, library fines, and parking tickets. |
| Satisfactory Academic Progress | <p>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.</p> <ul style="list-style-type: none"> •Grades of I (Incomplete), HW (Hardship Withdrawal), W (Withdrawal), N (Audit), NC (No Credit), or F (Fail) are counted as <u>incomplete</u> credits. •Completion Ratio: You must complete a minimum of 50% of your developmental and college level credits. This is monitored each quarter and at the beginning of each year. •If you are taking prerequisite classes for a <u>selective admissions program</u>, such as Diagnostic Ultrasound, Nursing, etc., <u>you must earn a GPA of at least 3.0</u> or higher each quarter. <p>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.</p> |
| Communicate with Your Advisor | Communicate with your advisor if any change occurs that may affect your eligibility, such as a change in income or a change in public assistance benefits. Update your contact information as needed, including address, phone number, and email address. Bellevue College policy requires all staff to contact students at their Bellevue College email address . It's extremely important to check this email account regularly. |

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

Student Name: _____, _____ SID: _____ Date : ____/____/____
Last First

Student Signature: _____ Advisor's Signature: _____

Workforce Education

Program Specific Information

Please read and initial your specific program information

Basic Food Employment and Training (BFET)

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| Eligibility - The Basic Food Employment & Training (BFET) program is a federally funded employment program designed to assist you in getting 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 Working Connections Child Care. This process can take time, so please do not wait. |
| Progress Reports – BFET students are required to submit periodic progress reports (once or twice per quarter) to Workforce Education; requests for these reports will be sent to your Bellevue College email. Workforce Education may also request progress and participation reports from your instructors; your advisor may contact you if there are any concerns. Your progress will then be reported to DSHS. |

Opportunity Grant (OG)

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| Eligibility - The Opportunity Grant (OG) Program is a state-funded program designed to assist you in obtaining a college certificate/degree by providing assistance for up to 45 college credits. |
| OG Funding - It is required that you apply for financial aid for the year; once you are awarded financial aid, the Opportunity Grant can continue to contribute toward your tuition and books costs. Funding is subject to change due to your financial aid unmet need and/or OG available funding. |
| Progress Reports – Workforce Education may periodically request progress and participation reports from your instructors. Your advisor may contact you if there are any concerns. |

WorkFirst (WF)

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| 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 – WorkFirst students are required to submit weekly Participation Reports via an online form; reminders will be sent to your BC email. Your progress and participation hours will then be reported to DSHS. Workforce Education may also periodically request progress reports from your instructors. Your advisor may contact you if there are any concerns. |

Worker Retraining (WR)

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| Priority Registration and Tuition Deferments - Even if you are not receiving Worker Retraining funding (i.e. Pell grant, 3 rd party funding), you still need to follow the program expectations and commitments to continue to receive priority registration and deferments. |
| Financial Aid Revision - Worker Retraining students should submit a "Special Conditions" form to the Financial Aid Office after completing their FAFSA & BC financial aid application. |
| 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. |
| 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. |
| 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 B-131 at the Workforce Education office. During the break between quarters , your Worker Retraining advisor can sign off. |