

Workforce Education

Program Overview, Student Expectations and Commitments

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 (WE). **Approval to pursue a selective admission program requires a minimum 3.0 GPA and placement into Math 76 and ENGL 92/93 or higher.**
Employment Services	During any stage of your education, schedule time with Center for Career Connections staff to identify your career interests and goals. Career Specialists can assist you with (re)entry into the workforce through navigating the steps to employment, including: resumes, cover letters, interview prep, and job search. Call 425-564-2279 to make an appointment or visit https://www.bellevuecollege.edu/careers/ .
Financial Aid	You must apply for financial aid at Bellevue College by the end of your first quarter in a WE program. Visit https://www.bellevuecollege.edu/admissions-aid/financial-aid/apply/ for instructions. You must re-apply each academic year. If you receive sufficient financial aid grants, Workforce Education will no longer pay your education costs (with possible exceptions for Opportunity Grant or WorkFirst), but you will remain in the program as long as you meet eligibility requirements and make satisfactory academic progress.
Education Plan	You will work with your Workforce Education advisor to develop an education plan. Contact your advisor before you add, drop, or substitute classes. WE only provides services for classes on your education plan. If your plan needs to be updated, contact your advisor before your assigned enrollment date.
Know Important Dates	Know important dates and deadlines at the college (e.g. enrollment, quarter start date, add/drop deadline). Find these dates online at https://www.bellevuecollege.edu/current-students/student-central/calendar/
Enroll in Classes	Enroll in classes on (or soon after) your assigned enrollment date. Follow your education plan. Within 24 hours, submit a WE Quarterly Enrollment Form (QEF) at https://www.bellevuecollege.edu/we/resources/ . Workforce Education will place a tuition deferment on your account, which holds your classes until your advisor can review your class schedule and approve payment and/or services. If you do not enroll according to your education plan or do not turn in a QEF, 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 and Other Funding	Assistance with tuition, fees, required textbooks, and other school-related expenses may be available. Funding guidelines vary by WE program. You might not qualify for WE funding if you receive federal or state financial aid, scholarships, or other funding. 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	You must make satisfactory academic progress each quarter. You are expected to complete all of your classes and earn a quarterly GPA of 2.0 or higher (or a GPA of 3.0 or higher if taking prerequisites for a selective admission program). This expectation applies to all of your classes regardless of how they are funded and whether they are developmental or college-level. Failure to complete at least 50% of your attempted credits in a quarter or failure to meet GPA requirements will result in being placed on probation. Grades of I (incomplete), HW (hardship withdrawal), W (withdrawal), N (audit), NC (no credit), or F (fail) are counted as <u>incomplete</u> credits. Students placed on probation who fail to make satisfactory academic progress in any future quarter may lose Workforce Education eligibility. Students who lose eligibility due to unsatisfactory progress have the option to appeal.
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 in ctcLink as needed, including address, phone number, and email: https://www.bellevuecollege.edu/ctclink/students/training/contact-information/ Most college communications will be sent to your BC student email; remember to check it regularly at bellevuecollege.edu/email .

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

Student Name: _____

ctcLink ID: _____

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 getting short-term training to improve your job skills so you can enter/re-enter the workforce.

Childcare - Enrolling in BFET may enable you to get subsidized childcare during hours that you participate in approved school-related activities (including class, homework, study, and travel time). Eligibility for the Working Connections Child Care subsidy is determined by the Department of Children, Youth & Families (DCYF). This process can take time, so please do not wait.

Progress Reports – BFET students are required to submit progress reports to Workforce Education once or twice per quarter; requests for these reports will be sent via email. Workforce Education may also request progress and participation reports from your instructors. Your advisor may contact you if there are any concerns. The BFET program is required to report your progress to DSHS on a monthly basis.

Opportunity Grant (OG)

Eligibility - The Opportunity Grant (OG) program is a state-funded program designed to assist you in obtaining a college certificate or degree by providing assistance for up to 45 college credits.

OG Funding - You are required to apply for financial aid each academic year. Once you are awarded financial aid, the Opportunity Grant may continue to contribute toward your tuition and textbooks expenses. Funding is subject to change due to your financial aid unmet need and/or OG available funding.

Progress Reports – Workforce Education may request progress and participation reports from your instructors. Your advisor 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 are expected to meet participation requirements described in your Individual Responsibility Plan (IRP) created by your DSHS case manager. Approved school participation hours may include: class attendance (in-person or virtual), unsupervised homework hours, and supervised homework hours. Your case manager may also include other approved activities.

Absences - All absences must be reported to your advisor within 24 hours, or else they may be reported to DSHS as unexcused. If you are absent for more than two days in a row, documentation will be required (e.g. doctor's note, court papers) to consider the absence excused. Poor attendance and unexcused 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 via email. Your progress and participation hours will be reported to DSHS. Workforce Education may also request progress reports from your instructors. Your advisor may contact you if there are any concerns.

Worker Retraining (WR)

Priority Registration and Tuition Deferrals - Even if your classes are funded by a source other than Worker Retraining (i.e. Pell grant, 3rd party funding), you still need to follow the program's expectations and commitments to continue to receive priority registration and deferrals.

Financial Aid Revision - The FAFSA does not always accurately reflect your ability to contribute to educational expenses. Students may submit a [Special Circumstances \(Revision Request\) form](#) to the Financial Aid office after completing their FAFSA.

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 receive unemployment benefits, you must 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 at the Workforce Education office in U-212. **During the break between quarters**, your Worker Retraining advisor can sign ESD progress reports.