

As a Workforce Education (WE) student, you are expected to:

## Pursue an approved program of study

You must choose an [approved program of study](#) that supports your employment goals. Changing your program of study may affect eligibility for WE and/or financial aid. Approval to pursue a selective-admission medical program requires placement into Math 76 or higher and ENGL 92/93 or higher.

## Follow your education plan

Your WE advisor will create a quarter-by-quarter education plan for your program of study. You may request a copy at any time. **WE only provides services for required classes.**

## Manage your class schedule

- Enroll in classes as soon as possible after your assigned enrollment date. Important dates and deadlines are on the college's [Academic Calendar](#), including quarter start and end dates, when enrollment begins, and deadlines for adding or dropping classes.
- WE will place a courtesy tuition deferment on your account to protect your classes from a nonpayment drop through the 100% tuition refund date. This gives your WE advisor time to review your classes and eligibility for services. Taking unapproved classes may result in your classes being dropped for nonpayment.
- If you enroll in a class and then decide not to attend, you must log into ctcLink to officially drop the class from your schedule. **WE staff cannot add or drop classes for you.** If you don't officially drop/withdraw, the instructor is required to assign a final grade (likely F) which will impact GPA.

## Submit required forms

- Submit a Quarterly Enrollment Form (QEF) each quarter you plan to participate in a WE program. A link to the QEF is on WE's [Forms & Resources](#) page.
- There may be times other forms are required for you to continue participating in WE. For example, our office may ask you to submit an updated Intake/Eligibility Form, Individual Employment Plan (IEP), or probation or appeal form due to unsatisfactory academic progress.
- **Failure to submit a QEF or other required form prior to the start of a quarter may result in delayed WE services or your classes may be dropped for nonpayment.**

## Follow your WE program's expectations

Each WE program ([BFET](#), [Opportunity Grant](#), [Worker Retraining](#), and [WorkFirst](#)) has its own guidelines and expectations. You are responsible for knowing and following the expectations of your funding program(s). If you have questions, contact your advisor or the WE office.

## Communicate with your advisor

- **Notify your advisor about changes that affect your eligibility**, such as: a change in income, a change in benefits like SNAP (food assistance) or TANF (cash assistance), or starting a new job.
- [Check your BC email](#) regularly. Messages from our office may be about time-sensitive issues.

## Apply for financial aid

You must [apply for financial aid](#) by the end of your first quarter in a WE program. Eligible students must re-apply each academic year. You are not required to apply for loans.

## Understand funding limitations

- Your advisor will review your eligibility for WE funding each quarter. You may qualify for help paying for tuition, fees, course materials, and other school-related expenses like transportation.
- **Funding is limited and not guaranteed, even for qualifying students.**
- If you receive federal or state financial aid, scholarships, or funding from another organization, those other funding sources may cover your school expenses instead of WE.
- There are some charges that Workforce Education cannot pay. These include but are not limited to: class drop fees, late registration fees, library fines, parking tickets, and on-campus housing charges. **You are responsible for paying any charges not covered by WE or other financial aid.**

## Make satisfactory academic progress

- You are expected to complete all 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 your classes regardless of how they are funded or whether they are college-level.
- If you don't successfully complete at least 50% of your attempted credits in a quarter or don't meet GPA requirements, you will be placed on probation. Final course grades of I (incomplete), W (withdrawal, including medical withdrawal), N (audit), NC (no credit), U (unsatisfactory), or F (fail) are considered unsuccessful or incomplete credits.
- Students on probation who fail to make satisfactory academic progress in any future quarter may lose WE eligibility at Bellevue College. Students in that situation have the option to appeal.

## Student Attestation & Signature

I understand and agree to the above expectations.

Student Name: \_\_\_\_\_

ctcLink ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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