

**Wenatchee Valley College
Worker Retraining Financial Aid Application
2011-2012**

Name: _____ Date of Birth: _____
 Address: _____ City: _____
 Phone: () _____ Email address: _____ State: WA Zip: _____
 Student ID#: _____ Social Security #: _____

Vocational Plans

In what technical/professional program are you planning to enroll in at WVC? _____

Expected date of enrollment: (MMDDYYYY) _____ Expected completion date: (MMDDYYYY) _____

*STUDENTS MUST MEET WITH AN ADVISOR TO OUTLINE AN ACADEMIC PLAN FROM EXPECTED ENROLLMENT DATE TO EXPECTED GRADUATION DATE. Form is attached, and it is also available online: <http://commons.wvc.edu/wfeg> (look for academic planner template under Worker Retraining or Opportunity Grant menu options)

Statement that best describes your current status:

- Currently **unemployed and** receiving WA State unemployment benefits
- Currently **employed and** receiving WA State unemployment benefits
- Exhausted WA state unemployment benefits within the last 24 months
- U.S. veteran w/ DD214 showing separation date within past 24 months *and* honorable discharge

Is your job loss/reduction due to a mass layoff or plant closure? YES _____ NO _____

Employer info. for which you are receiving UI benefits:

Employer (s): _____

Phone and/or address: _____

Dates employed: From: (MMDDYYYY) _____ To: (MMDDYYYY) _____ ***Please be as specific as possible.**

If unsure of exact employment dates, did you work for the company: _____ less than a year and a half _____ longer than a year and a half

Release of information:

This information is true and correct. I understand that Worker Retraining assistance is reviewed quarterly, and that I must turn in my student schedule for the quarter to be covered. I also understand that as soon as grades become available, I must turn in a copy of my unofficial transcript showing academic success (**2.0 or higher in each class**). Failure to do so may result in loss of aid. I understand that this aid is pending approval of financial aid eligibility, may be temporary, and is based on availability of funds. I authorize college officials and appropriate outside agencies to access my file and to share information about me, including unemployment information from WorkSource.

I understand that my disclosure of my social security number is necessary for financial aid purposes.

Student's Signature: _____ Date: _____

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- 80 Dislocated Long-Tenure
- 81 Dislocated Short-Tenure
- 88 U.S. Veteran

Type of UI documentation on file: WorkSource fax WorkSource e-mail UI paystub UI deposit shown on bank statement

Full SAR report from FAFSA is on file: yes no

Program Code: _____ Intent Code: _____ Explanation, if needed: _____

Worker Retraining Counselor _____ Date: _____

FA Codes	Summer 2011	Fall 2011	Winter 2012	Spring 2012
Books 70				
Tuition 71				
Childcare 72				
Gas 73				
TCA 74				
TOTAL				

Name: _____ Student ID #: _____ Phone#: _____

Today's date: _____ Professional/Technical Program: _____

(Please check **all** that apply to you):

1. _____ Currently *unemployed* and collecting Washington State Unemployment Benefits.
_____ I have attached verification of unemployment benefits (i.e. Unemployment check stub, deposit shown on bank statement, or payment history provided by WorkSource).
2. _____ Currently *employed* and collecting Washington State Unemployment Benefits.
_____ I have attached verification of unemployment benefits (i.e. Unemployment check stub, deposit shown on bank statement, or payment history provided by WorkSource).
3. _____ I have exhausted my unemployment benefits in the twenty four months.
_____ I have attached verification of Unemployment Benefit (i.e. Unemployment check stub or benefits exhausted statement, or payment history provided by WorkSource).
4. _____ I am an eligible veteran.
_____ I have attached a copy of my DD214 (discharge papers) showing separation date from the U.S. armed services within the past 24 months with honorable discharge.

Worker Retraining Required Document Checklist

- _____ Worker Retraining Application (completely filled out with all required signatures and initials)
- _____ Copy of Picture ID
- _____ Copies of two most recent UI paycheck stubs, or DD214 showing an honorable discharge within the last 24 months
- _____ Full SAR (student aid report) from FAFSA for the 2011/2012 academic year
(found online from www.fafsa.ed.gov after application and acceptance)
- _____ Transcript (if none, write NA)
- _____ Student Schedule for quarter to be covered (If not registered yet, give registration date)
(BRING A COPY AS SOON AS YOU REGISTER)
- _____ Academic plan outlined from start to graduation, signed by appropriate college advisor

And if either pertains to you:

- _____ Copy of CAT (Commissioner Approved Training) and/or TB (Training Benefits) **determination letter** that explains which program you were approved for at Wenatchee Valley College, and the dates of approval.
If haven't received a determination, have you applied? _____
Do you plan to apply? _____ Why or why not? _____
- _____ Applied to SkillSource (if finished with pre-requisites): Outcome _____
- _____ I am still working on my prerequisites and am not yet eligible for SkillSource funding.

Funding assistance beyond your first WRT quarter is determined by funds available, priority of WRT category, financial need and timely submission of the necessary documentation.

Although it is not likely that you will receive WRT assistance for more than a quarter or two, you are welcome to submit documentation for review and consideration each quarter. The documentation to submit to your WRT advisor is:

1. Student schedule (as soon as you register for next quarters' classes, which is mid-way through your current quarter)
2. Unofficial Wenatchee Valley College Transcript (within 3 days of grade posting at the end of the quarter, after finals)
3. A current unemployment paystub, if eligible because you are collecting Washington State unemployment benefits (each quarter).

Book reimbursement:

1. Submit a **copy** of the receipt for books with your name and SID #, and identify which class that book pertains to by writing the course number next to it (i.e. write "BIT 116").
2. On your submissions for reimbursement, please include your name, program, date, and time of day when you turn documents in.

Worker Retraining Expectations

- I understand that I am expected to receive a "C" (2.0) or higher in all classes and that I am subject to WVC's college-wide financial aid and satisfactory academic progress policies.
- I understand that withdrawing or dropping from a class covered by WRT funding without consulting with my WRT advisor beforehand may compromise future WRT funding.
- I understand that this WRT grant is for a professional/technical degree only, and that my schedule must reflect professional/technical program intent.
- I understand that I am responsible for submitting the necessary documents to my college WRT advisor in order to be considered for initial and continued WRT eligibility and funding. Incomplete files will not be processed.
- I understand that I am responsible to be informed about signature availability times for each quarter and to provide the necessary documentation that confirms my progress.

Student
Print Name: _____

Student
Signature: _____

Date: _____

