



WRANGELL COOPERATIVE ASSOCIATION

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JOB PLACEMENT AND TRAINING STUDENT AGREEMENT

1. I understand that the Job Training Assistance Program is a supplemental program and that I will apply for other financial aid. I will request Financial Aid to send a needs analysis to Wrangell Cooperative Association Job Placement & Training Program.
2. I agree to attend school full-time, follow Institution/Wrangell Cooperative Association Rules, maintain attendance requirements, and maintain at least a 2.25 GPA.
3. I will notify the Job Placement and Training Officer at Wrangell Cooperative Association immediately in writing before I withdraw from any class. I will also seek prior approval of any changes.
4. I agree to complete and return the Evaluation and Attendance form as requested by the Job Training/Placement Officer.
5. I agree to forward an official transcript from the institution I am attending to Wrangell Cooperative Association Job Training Assistance Program at the end of each term.
6. I understand the Penalties for Non-Compliance:
 - 1st Non-Compliance, I will be put on probation for 30 days and given a chance to come into compliance.
 - 2nd Non-Compliance, I will be terminated from the Wrangell Cooperative Association Job Training Assistance Program.
7. I understand that if I do not follow the Wrangell Cooperative Association guidelines for the Job Training Assistance Program, my funding may be terminated and I will be required to repay any monies given to me by the Job Placement & Training Program for my training.
8. I agree to provide Wrangell Cooperative Association Job Placement and Training with a copy of all certificates and degrees I obtain during my training.
9. I agree that upon the completion of my training, I will seek permanent full-time employment related to my training. I will notify Wrangell Cooperative Association Job Placement and Training Program of the results of employment search.
10. I understand that the monies I receive for my education may be taxable; only tuition, fees, books, supplies, and equipment are non-taxable. I will be personally responsible for the taxes that may be required.
11. I have read and understand the Appeal Procedure and I agree to follow said Procedure.
12. The disclosure of the requested information by the applicant is voluntary but required to obtain benefits. The failure to provide the requested information may result in delay or denial of assistance.

Certification

I understand that this is not an Award Statement and that by signing this Student Agreement, I agree to adhere to the requirements of the Wrangell Cooperative Association Job Placement and Training Program.

Applicant Signature

Date

Job Placement and Training Officer

Date