**Statement of Understanding**

 **WIOA Students**

**\*Fill in the blanks, initial beside each statement, sign and date**

I understand that I have been approved by the Workforce Innovation and Opportunity Act (WIOA) for training at Southern Union State Community College. My program begins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is scheduled to end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am required to enroll at least 12 hours each semester. Should I enroll for less than 12 hours, I must provide written documentation (from an advisor at Southern Union) to the Financial aid office stating that the required courses are not being offered. The program of study that I have selected and the WIOA has approved is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

­­­­­­­­\_\_\_\_\_\_\_ I understand that WIOA will only pay my expenses for this specific program of study.

\_\_\_\_\_\_\_ Regular tuition, books, supplies (limit of up to $50 per semester), hand tools, liability insurance and other fees as required of all students are the only appropriate costs covered by the WIOA program. WIOA will cover these costs only once.

\_\_\_\_\_\_\_ Should I need to request a reimbursement for out of pocket expenses, appropriate receipts must be submitted to the WIOA Coordinator at Southern Union State Community College during the first fourteen **(14) days** of the current term.

\_\_\_\_\_\_\_ Recommended books, supplies, hand tools, and so forth will be at my own expense, even if these costs were originally charged to my WIOA.

\_\_\_\_\_\_\_ You must be in a two-year degree program of study and only take classes toward that degree.

\_\_\_\_\_\_\_ It is your responsibility to email Anita Huguley, ahuguley@suscc.edu (SUSCC WIOA Representative) each semester after you have registered. Your funds for your classes and bookstore will not be available until I have checked your schedule.

\_\_\_\_\_\_\_ You will be contacted regarding WIOA through your student email only. I can only answer account specific questions that come from a Southern Union student email account. Please be familiar with your email provided to you by Southern Union and check it regularly.

\_\_\_\_\_\_\_ Once your funds are placed on your account, there will be a hold on your account so that you cannot change your schedule, add classes (including Mini 2) or withdraw from classes without speaking to me.

\_\_\_\_\_\_\_ All WIOA students are required to complete a FAFSA each year (even if you do not think you will qualify).

\_\_\_\_\_\_\_ You can only charge at the bookstore at certain times during each term. Always be aware of these dates and make sure you have all required books and supplies before the charge ending dates.

\_\_\_\_\_\_\_ Reimbursement for items purchased anywhere other than the bookstore cannot be made.

\_\_\_\_\_\_\_ WIOA will not pay for repeat classes. If you take a class and fail, you must pay to retake the class.

\_\_\_\_\_\_\_ You cannot change your major. Check with the Career Center before making any changes.

\_\_\_\_\_\_\_ Do not just stop taking class. If you decide to “drop out” make sure you speak with Anita Huguley at Southern Union and your caseworker at the Career Center before doing so. Always withdraw from college, never just stop attending.

\_\_\_\_\_\_\_ WIOA will not pay for developmental classes (i.e., MTH 098, ENG 090 etc.) or pre-requisites (i.e., BIO 201, SPH 107, ENG 101 etc) for nursing students.

Please make sure you keep these regulations in mind during your time on WIOA. (Regulations are subject to change).



**I understand the above regulations and I understand that I will be responsible for any changes made to my account that WIOA/TRA will not pay.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s name (Print) Student A#

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student SUSCC email address Phone number (do you text? \_\_\_\_\_\_\_\_\_)