

Training Verification:

After the ITA is approved for a participant:

1. A training agreement is written outlining the financial obligation for each semester/term for the current program year approved for funding.
 - a. The vendor agreement is mailed to the Training Provider for signature of agreement to the training agreement.
 - b. The training provider will mail the training agreement back to WCJP for the Director of Workforce Development to sign.
 - c. One original of the executed training agreement is kept at WCJP and one original is returned to the training provider for their records.
2. A Training Approval is e-mailed to the ETS requesting the ITA on behalf of the participant. The training approval consists of:
 - a. The Training Provider name
 - b. The program/course approved.
 - c. The length of the training approved.
 - d. Special Considerations.
 - i. Total amount of Tuition and Fees not covered by the maximum bap the student will be responsible to pay.
 - ii. If a Carry over will be needed for the next program year
 - e. The ETS will notify the participant of the Training Approval.
 - i. The participant will be responsible to bring the following to the ETS for the participant's file:
 1. Monthly Attendance
 2. Grades
 3. Credentials received.

Refunds from Training Provider:

1. All Training Providers sign a Master Agreement with West Central Job Partnership (WCJP). In the master agreement it is stated "All refunds of Pell, PHEAA, SEOG, and any other grants must be refunded to WCJP and not the participant".
2. All Refunds are sent to the Administration office to the attention of the Data Manager.
 - a. The Data Manager will record the refund, apply the refund to the appropriate contract(s) and complete all adjustments required from the refund.
 - b. The Refund is forward to the Finance Department of WCJP for journal entry and processing.