



# Basic Food Employment & Training (BFET) & Opportunity Grant (OPG) Programs

## STUDENT CONTRACT

Congratulations on being a BFET and/or OPG Program(s) participant at Grays Harbor College,

I \_\_\_\_\_ understand and agree to the following responsibilities:  
(Please print name)

1. I will meet with my Program Case Manager \_\_\_\_\_ at least once per quarter to assess my progress.
2. I will identify a personal academic plan in an eligible Workforce Training Program degree pathway.
  - If I change my degree pathway at any time I must notify my case manager before I do so. Changes to my pathway may directly affect my eligibility for Workforce services.
  - I will contact my Program Case Manager before adding or withdrawing from classes. Again changes to my schedule may directly affect my eligibility for Workforce services.
3. I will submit monthly progress reports via online through the GHC Canvas Opp. Grant/BFET Program classroom.
  - My case manager will add me to the classroom and I agree to accept the invitation. I will use Canvas as a primary way to contact my Case Manager.
  - If I fail to submit the monthly progress reports, I may have my services suspended through the Workforce programs.
4. I will apply for FAFSA (Free Application for Federal Student Aid) and other funding resources within my first quarter if I intend to be in college longer than one quarter.
5. I will make satisfactory academic progress by:
  - Earning a 2.0 or better in my college level courses and will complete at least 50% of my enrolled credits
  - OR
  - Meeting GHC Transitions Programs (formerly Adult Basic Education) standards for attendance, participation, and progression.
  - I understand that if I do not make satisfactory academic progress, I may need to file a Financial Aid Appeal to request more funds.
6. I will let my Program Case Manager know of any changes that may affect my eligibility for Workforce tuition assistance, such as change in income or public assistance benefits.
7. I will also update contact information as needed, including address, phone number, and email.
8. I understand that Workforce Support Services funds are awarded on a funds-available basis to students who continue to meet program qualification.
  - WorkForce programs are either State or Federal funded; each program is allocated a certain amount each fiscal year.
  - Although there are some support services the programs can assist with these funds are not always available or guaranteed.



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9. I understand that case managers submit award authorizations to financial aid and that they are not a guarantee of financial assistance. Financial aid makes the final determination based on availability of funds that can be awarded to a student.
  
10. I will abide by Grays Harbor College's student code of conduct when working with individuals in the WorkForce Funding & Support Services programs.

*GHC, as a place of work and study, aspires to be maintained free of all forms of harassment, discrimination, intimidation, and exploitation. Members of the college community should be aware that the college will take action to prevent and correct such behavior and those individuals who engage in such behavior are subject to discipline. Retaliation against any employee, student, applicant, or volunteer who reports harassment is also subject to discipline.*  
[www.ghc.edu/about/jeanne-clery-report](http://www.ghc.edu/about/jeanne-clery-report)

### **BFET Only**

- I understand that in order to participate in the BFET program, I must be eligible to receive basic food. Benefits must be open each month to receive BFET assistance.
- I understand that I must be enrolled in six or more credits to be eligible for BFET.
- I understand that my progress reports will be submitted to DSHS each month as proof of participation.
- I understand that if I have no contact with the BFET Program office for over 60 days I can be dropped from the program and can lead to an over payment that you will have to pay back.

### **OPG Only:**

- I understand that OPG can fund up to 45 credits toward an OPG approved training program. These credits must be used within three years of initial award.
- I understand that OPG can cover up to \$1000 per academic year in required textbooks and supplies.
- If I vanish, receive incompletes, withdraw from class(es) or drop classes I understand I could lose eligibility for my grant.

Your GHC BFET/OPG Program Case Manager will:

- Assist you in making sure you are successfully following your degree pathway that meets program requirements and guidelines.
- Make sure that you are abiding by the guidelines outlined in this contract.
- Provide you with information of resources on and off campus.
- Assist you with navigating the college system as needed.

\_\_\_\_\_  
Student Name - Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Program Case Manager - Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_