

Worker Retraining Program Information and Instructions:

- If approved, you will be given one quarter of funding to go towards your cost of education.
- All WR students are required to apply for regular financial aid (FAFSA).
- Additional funding is based on your completion of your financial aid file, availability of funds, and your eligibility for other types of financial aid.
- Worker Retraining funds are generally available for one to two quarters.
- If you are eligible for funding from other agencies or financial aid programs, you will not continue receiving Worker Retraining funds.
- You will be required to maintain Satisfactory Academic Progress as defined by the Financial Aid Services Office (see below).
- You may be able to attend school part-time based on your approved academic plan. However, some Worker Retraining students are required to carry a full-time load of 12 credits. This includes students who receive Commissioner Approved Training (CAT) and Training Benefits (TB). On a case by case basis a student may take less than 6 credits (last quarter of program, summer term, etc).
- All grants and financial aid awards are based on availability of funds and are subject to adjustment.
- A copy of the Worker Retraining Financial Aid Policy is available upon request.
- WRP funds will not pay for classes at the Business Technology Center.
- You will be required to provide employment information after you have completed your training.

Satisfactory Academic Progress (SAP):

Worker Retraining students are required to maintain SAP.

The Worker Retraining Program follows the SAP policy of the Financial Aid Services Office.

When financial aid students do not make SAP one of the following happens:

For more information, please visit www.edcc.edu/finaid.

Warning Status – When you fail to make SAP you are generally placed on Warning first. However, there are exceptions. Warning is a notice only. Access to aid for an upcoming quarter is not affected.

Termination Status – This means your aid is cancelled. Termination happens if:

- You are on Warning and fail to make SAP
- We determine you are not making overall Pace
- You have a cumulative or college level GPA below a 2.0
- We determine that you cannot complete your degree within the Maximum Time Frame
- You take classes outside your degree program
- You owe a repayment of the financial aid funds you received

Maximum Time Frame

- You take classes outside your degree program.
While receiving Worker Retraining funds students can take support classes to help them with the transition to college, or to support employment goals.

- You owe a repayment of the financial aid funds you received.
This will not be true if you are receiving Worker Retraining funds.

Probation Status – If you are on Termination and successfully petition to have your aid reinstated, you are reinstated to Probation for your next quarter.

Ineligible Status – If you are Ineligible, you may not petition for reinstatement until you successfully demonstrate that you are once again making SAP using your own resources. Ineligible Status occurs when:

- You are on Probation and you fail to make SAP
- We determine that it is not mathematically possible, based on your overall academic record to raise your overall cumulative and college level GPA to at least a 2.0 within two quarters.
- We determine that it is not mathematically possible to complete your degree within the 150% (125% State) maximum time frame