

## WIA ELIGIBLE TRAINING PROVIDER APPLICATION

(For exempt schools or those updating program information)

The State Workforce Development Council has ruled that the information on this page and subsequent pages must be supplied by each training provider interested in providing services under the WIA program in the State of Idaho.

Name of School: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

School Address: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Employer Identification Number: \_\_\_\_\_

School Officials (Name and Title):

a. \_\_\_\_\_

b. \_\_\_\_\_

### **Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion and Nondiscrimination**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal funds certifies, by submission of this certificate, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the delivery of services by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this document and return it to the granting agency.
- (3) The prospective recipient also certifies that the organization listed, along with its principals, shall comply with the provisions of nondiscrimination outlined in the Workforce Investment Act regulations at 29 CFR 37.

\_\_\_\_\_  
Name of Authorized Provider Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- List course or courses of study offered (in table below) and submit an outline or syllabus for each course of study. Give the total cost of each course of study offered and indicate how payment may be made (Use additional sheets if necessary.)

Program:	Training Hours/Degree/or Certificate:	Total Cost:		Single payment:
Job Skills:		Min 1 <sup>st</sup> payment:	# of payments:	Amount of each:
Program:	Training Hours/Degree/or Certificate:	Total Cost:		Single payment:
Job Skills:		Min 1 <sup>st</sup> payment:	# of payments:	Amount of each:
Program:	Training Hours/Degree/or Certificate:	Total Cost:		Single payment:
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Job Skills:		Min 1 <sup>st</sup> payment:	# of payments:	Amount of each:

- Is it intended that satisfactory completion of a course would qualify the student for a specific occupation? \_\_\_\_ Yes                      \_\_\_\_ No
- If the school cancels or refunds any portion of the total cost of a course when a student fails to complete the course, list the refund schedule and attach a copy of the school's refund policy (must meet or exceed the State Board of Education's minimum refund policy-See attached).
- List minimum qualifications (training and experience) of instructors for each course of study offered. Use additional sheets if necessary.
- Describe the physical facilities available for instruction. (Number of classrooms, equipment, tools, machines, number of work stations, etc.)
- Submit copies of all advertising, pamphlets or other literature used in soliciting students and a copy of all contract forms used.

**State of Idaho**  
**Workforce Investment Act**  
**PUBLIC AND PRIVATE**  
**TRAINING FACILITY CONTRACT**

\_\_\_\_\_ hereby agrees to perform and provide all WIA services authorized through an approved WIA Form 04, WIA Purchase Agreement, in accordance with State Rules, State Policies, and Federal Regulations, which are made a part hereof.

In consideration for providing these services, the training facility shall receive reimbursement from the WIA Administrative Entity (Idaho Commerce & Labor) in an amount not to exceed the budgets contained in the approved WIA Form 04.

Reimbursement claims for approved costs shall be submitted under the following guidelines:

1. Costs incurred for tuition/fees will not be billed after the refund period has expired, but will be submitted no later than 45 days following the institutional enrollment date.
2. Costs incurred for books/supplies, uniforms and tools will be billed no later than 60 days following the date of purchase.
3. All refunds due as a result of trainee withdrawal will be processed in accordance with the institutional policy.
4. Final reimbursement claims will be submitted no later than the 30<sup>th</sup> day of June of the year in which the activity takes place.

I hereby acknowledge and agree that the WIA Administrative Entity reserves the right to deny payment for reimbursement claims not submitted in accordance with the above guidelines.

This contract is effective the 1<sup>st</sup> day of July, 200\_\_ and will remain in effect until amended by agreement of the parties, terminated due to violations of the terms stated above, or repeal/amendment of the Workforce Investment Act.

\_\_\_\_\_  
Training Facility Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Facility Financial Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIA Administrative Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Number

**REFUND POLICY**  
**of the**  
**IDAHO STATE BOARD OF EDUCATION**

Idaho's Second Session of the Forty-first Legislature amended Section 33-2400 of Idaho Code, Correspondence and Other Private Courses.

One amendment authorized the State Board of Education to establish a minimum refund policy.

The resolution passed by the State Board of Education at the May, 1972, meeting became effective July 2, 1972, and reads:

"An applicant student may cancel his enrollment within 72 hours after midnight of the day on which the enrollment agreement is signed and receive a full refund of all monies paid to the school or its representative. The applicant student will receive a minimum of seven days in which to cancel the enrollment agreement and the seller may retain not more than \$50.

"For a student requesting cancellation of his enrollment after he has started the course, the charge made will be based on lessons completed or time spent and shall be computed on the following prorated basis:

50% retention during the first quarter\*  
75% retention during the second quarter  
100% retention during the third and fourth quarters.

\* Quarter means time reasonably expected for completion of one-fourth of the course.

"In the case of student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to consideration and the school shall make a settlement which is reasonable to both."

This office is interpreting the above policy to mean:

- 1) All money shall be refunded to the student if his notice of cancellation is dated before 72 hours after signing the contract.
- 2) All but \$50 shall be refunded to the student if notice of cancellation is dated after 72 hours but before seven days after signing the contract.
- 3) Fifty percent of the total cost of the course shall be refunded to the student if the date of cancellation occurs during the first quarter of the course.
- 4) Twenty-five percent of the total cost shall be refunded to the student if the date of cancellation occurs after the first quarter but before the first half of the course is completed.
- 5) No refund will be made to the student after the first half of the course is completed.
- 6) A reasonable agreement shall be made if, for any circumstances beyond the control of the student, the course is canceled at any time before the course is completed.

**REGISTRATION OF EACH SCHOOL WILL BE COMPLETED**  
**ONLY WHEN ALL REQUIREMENTS HAVE BEEN MET!**