

WIA ELIGIBLE TRAINING PROVIDER APPLICATION

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. The Idaho Department of Labor is the Workforce Development Council's designee for tentative approval of training providers to inclusion to the State Eligible Training Provider List. Please see the state ETPL policy for more information.

Institution Information

Name of School: _____

Home Office Address: _____

School Address: _____

Phone: _____

General e-mail: _____

Web Site Address: _____

Employer Identification Number: _____

Contact Person: _____

Contact Address: _____

Contact Phone: _____

Contact e-mail: _____

Does your school have institution-wide accreditation? Yes / No

If yes, accredited by: _____

Idaho Code requires that all proprietary schools operating in the State of Idaho must register and hold a valid certificate of compliance issued by the State Board of Education.

Does your school hold such a certificate of compliance? Yes / No / Exempt

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).

PROGRAM INFORMATION

Program Name: _____

Please select: Single Class / Multiple Course Training Program

Program Synopsis: _____

Total Credit or Curriculum Hours: _____

Type of Attainment: _____

Program CIP Code (if known): _____

Is the proposed curriculum currently certified by an accrediting agency or similar standardization program? Yes / No

If yes, please name the authorizing entity: _____

Is it intended that satisfactory completion of a course would qualify the student for a specific occupation? Yes / No

What is the title of the occupation(s)? _____

Please indicate any necessary certification, licensing, credentials or approval required prior to employment. _____

Training Location: _____

Type of Financial Aid Offered: _____

Program Cost Items

Tuition: _____

Registration Fee: _____

Books: _____

Supplies/Materials/Hand Tools: _____

Other Fees: _____

Program Performance

Any program that is covered by title IV of the Higher Education Act (HEA) or is a registered apprenticeship program is encouraged, but not required to submit the following performance data information.

All other programs are required by WIA to provide verifiable program-specific performance information.

<p>Program Performance for All Students</p> <p>Begin Date: _____ End Date: _____</p> <p>Number of students participating in program: _____ Number of students completing program: _____ OR Completion Percent: _____</p> <p>*Number of students employed after leaving the program: _____ OR Employed Percent: _____</p> <p>*Average hourly wage at placement: _____</p> <p>*Assistance is available from the Idaho Department of Labor for calculating these performance measures.</p>

DR

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 Department of 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 30th 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 1st day of July, 20__ 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.