



Information and Instructions for Students Receiving DHS-DRS Financial Contribution

As a student receiving a financial contribution from DHS-DRS you are to read and keep a copy of this document, following the conditions therein. You forfeit DHS-DRS financial contribution if you fail to follow these instructions or fail to maintain the stated standard of academic excellence.

CUSTOMER CONTACTS WITH VR COUNSELOR

You are to establish and maintain contact with your DHS-DRS counselor and provide class schedules, grade transcripts, and periodically meet to evaluate progress toward achieving your employment goal. You are strongly encouraged to contact your DHS-DRS counselor any time you need counsel, advice, vocational information or any other time your DHS-DRS counselor may be able to assist you. Anytime conditions or situations exist that may affect you or the attainment of your employment goal, contact your DHS-DRS counselor!

ACADEMIC PERFORMANCE STANDARDS

1. DHS-DRS will provide a financial contribution toward your education for the equivalent of no more than three academic years to obtain an Associate's degree or Junior standing and up to three additional academic years to complete a Bachelor's degree.
2. Academic excellence is expected of all students receiving a financial contribution from DHS-DRS. For DHS-DRS to continue providing a financial contribution towards your educational program, you must maintain a "C" grade point average (GPA), (e.g., 2.0 on a 4.0 point system or 3.0 on a 5.0 system), at each grading period (e.g. semester, quarter, term, etc); and you must also maintain a sufficient cumulative GPA to meet graduation requirements in your major field of study. If at any time your cumulative GPA fails to meet either of these two requirements, DHS-DRS will continue providing a financial contribution for only one additional grading period, regardless of when taken, providing you and your counselor agree continued training is appropriate. At the completion of the additional grading period, you must meet each of the two above cumulative grade requirements or DHS-DRS financial contribution will end.
3. If you fail a course for which DHS-DRS has paid, you will be required to pay for an equal number of credit hours in the following term.
4. You must have pre-approval from your DHS-DRS counselor to change or drop a course during a term. If you drop a course or withdraw without prior approval from DHS-DRS, you will be required to pay for an equal number of hours the following term.

GRADUATE SCHOOL PROGRAMS

1. DHS-DRS shall provide a financial contribution toward the cost of graduate school only when the graduate degree is required to achieve your chosen employment outcome. Counseling with your DHS-DRS counselor will determine if your chosen employment outcome requires a graduate degree and meets this requirement.
2. Customers attending graduate school are required to make a financial contribution toward the cost of training of no less than ten percent of tuition and fees for the program. This contribution is in addition to any financial participation determined through the Customer Financial Analysis. Customers who receive SSI or SSDI benefits are exempt from this requirement.
3. You must apply and show proof of acceptance or denial, of graduate school financial assistance, including but not limited to, tuition waivers, stipends, fellowships, scholarships, internships, and work study programs. You must inform your counselor of the amount of any award and acceptance at the institution and to the appropriate graduate program before the implementation of your IPE or subsequent amendment will occur.



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GRADE REPORTS AND CLASS SCHEDULES

1. All grade reports are to be provided immediately to your DHS-DRS counselor upon completion of each grading period. Failure to provide grade reports shall result in termination of the DHS-DRS financial contribution.
2. Class schedules must be provided to your DHS-DRS counselor at the beginning of each term.

HOUSING

1. A housing contract is your sole responsibility regardless of whether DHS-DRS may have authorized payment for Increased Cost for housing. DHS-DRS will not pay any monetary penalties incurred. Authorizing an Increased Cost payment for shelter by DHS-DRS does not mean that DHS-DRS agrees with the terms of your contract or that DHS-DRS is a party to your contract.
2. You are to inform your DHS-DRS counselor of your complete address and phone number and notify your DHS-DRS counselor immediately of any change to your address or phone number.
3. Over payments of increased costs may result in your repayment of funds to DHS-DRS.

HEALTH AND MEDICAL ISSUES

1. Withdrawal from the training institution or classes for health or medical reasons requires written verification from a physician or the institution's health service at the time of withdrawal.
2. Verification of medical or health withdrawal must be provided immediately to your DHS-DRS counselor.
3. You must inform your DHS-DRS counselor of all hospitalizations or medical treatments affecting your school attendance.
4. If health insurance coverage is offered and required by the training institution, it must be purchased unless you have personal coverage equal to or greater than that of the training institution.

FINANCIAL ISSUES

1. You must provide proof of the award or denial of financial assistance, the amount of such award, acceptance at the institution and any previous college transcripts before your DHS-DRS counselor can authorize a financial contribution.
2. Only when economic need has been confirmed on the Customer Financial Analysis form and Increased Cost Worksheet form will your DHS-DRS counselor approve a financial contribution for tuition, fees, increased cost in excess of your normal living expenses, or other services necessary for the attainment of your employment goal.

If you receive SSI or SSDI, you are excluded from completion of the Customer Financial Analysis Form but you remain responsible for all your normal living expenses.

3. You must complete the financial analysis form annually or at any time there is a change in the financial situation for you or your family in order for you to continue to receive a DHS-DRS financial contribution unless you are a recipient of SSI or SSDI.
4. Your DHS-DRS counselor may pay for books and supplies required of all students to complete only the training courses necessary for the attainment of your employment goal.
5. Your DHS-DRS counselor will pay for support services such as note taker, attendant, reader or interpreter only when they are needed and when training is in session.