

Student Parent Guidelines

All new and continuing student parents must comply with the following requirements in order to maintain their eligibility and continue to receive subsidized child care.

Parent Name: _____ Term: _____

1. Are you currently or will you be receiving Financial Aid Yes NO
(If yes is checked, you must provide Financial Aid Award Letter)
2. You must sign a Training Verification form declaring a professional or vocational goal and a reasonable anticipated ending date for your education. In addition, you **may** need to submit a counseling statement, Student Education Plan, showing the classes needed to complete this goal.
3. In order to authorize any classes for an up-coming term, documentation of your course schedule is required. The computer printout from the college will be accepted, pending receipt of the **official** Training Verification signed and stamped or sealed by the college registrar.
4. At the end of each term, transcripts or a grade report will be requested from you. This information will be used to document successful completion of the courses that your child care services were provider for.
5. You must continue to make **adequate progress** toward your professional/vocational goal as stated on your Training Verification form, by successfully completing the courses that you request child care services for. You must earn a 2.0 grade point average in a graded program and in a non-graded program, meet the training institution's standard for making adequate progress. If your grade report indicates that you did not successfully complete the courses listed on your Training Verification, your services based on your training need may be terminated.
6. You will be ineligible for continued services for your training status if:
 - a. you fail to submit documentation to support your training status (class print out and official Training Verification)
 - b. you fail to submit your progress report during each term
 - c. you fail to submit your final grade report or transcript at the end of each term
 - d. you fail to successfully complete the courses taken and verified as your need for child care services.
7. You must notify CFC of any change in your class schedule as it appears on your Training Verification form within **5 days** of the change in schedule. Your child care hours will be adjusted accordingly.
8. If you drop a course during the term and fail to notify CFC and you use child care during the time the course met, you will be responsible for child care payments and/or your services may be terminated.

I have read this information and I agree to abide by all State and Local regulations. I understand that I may not automatically be enrolled for the upcoming term.

Parent Signature _____ Date _____