



Student Agreement

I understand that:

- My enrollment must be verified by official documents.
- Child care will be based upon my current class schedule.

1. If I am enrolled in an educational or Vocational Training Program, I will be required to have a vocational training goal which is intended to lead to employment.

In order for child care to be authorized for my student needs, my anticipated vocational goal and the anticipated completion date of my goal must be approved by CDCLA, and stated on my Training Verification form. _____ **(Initials)**

2. I must give a completed Training Verification Form, which has been stamped and signed by the school registrar or a representative of my training program, to CDCLA.

(CDCLA has the right to verify ALL information pertaining to my student status including but not limited to enrollment status, attendance, academic progress and any other information CDCLA deems necessary) _____ **(Initials)**

3. Child care hours are authorized based on my Training Verification Form All To-Be-Announced (TBA) or on-line courses must indicate either specific days and times classes will take place or a maximum amount of hours per week required for participation before child care services can be authorized. Therefore a course syllabus will also be required for any To-Be-Announced (TBA) or on-line courses. If a course syllabus is not provided or if the syllabus does not indicate the time required for the course, child care will only be authorized for 1 hour per week per unit plus any study time that may be needed.

_____ **(Initials)**

Child care will not be authorized until the required documentation is submitted complete

4. Verification of Adequate Progress:

Report cards, transcripts, or other records to show documentation of completion of all classes/training programs and to show progress toward my stated vocational goal each quarter/semester/at the end of the program, etc. must be submitted to CDCLA no later than 10 calendar days after they have been issued by my educational institution.

_____ **(Initials)**

5. After the documentation listed above in #4 has been submitted, CDCLA must determine that I am making progress toward my stated vocational goal. Progress is defined as:

- a) An academic grade point average of 2.0 or higher for each academic term and the completion of all courses enrolled in for the quarter/semester with attendance of no less than 75% of monthly class hours scheduled.

OR

b) A satisfactory rating in all training program components and program attendance of no less than 75% of the monthly hours scheduled.

If I drop below these minimum standards, I will be placed on probation. Probation is one year (two semesters or three quarters). While on probation, I must prove that I am meeting the progress requirements that are defined above. I will be terminated from the program if I do not achieve the terms of my probation.

_____ (Initials)

6. **I must notify CDCLA of any school breaks that last for more than one week. Using child care services when not in school/training is grounds for termination.**

_____ (Initials)

7. **Summer and Winter Sessions:**

I may receive child care during the summer/winter months only if I am actively attending summer/winter classes, or working. I must provide proof of the length of my summer/winter program or employment schedule before starting child care. If I am not in school or working, I am not eligible for child care during the summer/winter months and will be placed on a Leave of Absence by CDCLA (during this time child care will not be paid for).

_____ (Initials)

8. **Reporting Changes:**

I must report the following changes within 5 calendar days:

- Enrollment/Withdrawal from my school/training program
- Adding/dropping of courses
- Changes in day/time of courses
- Changes in unit load
- Changes in the school calendar
- Changes in vocational/training goal

_____ (Initials)

FAILURE TO REPORT ANY CHANGES IN THE ABOVE WITHIN 5 CALENDAR DAYS MAY RESULT IN TERMINATION FROM THE PROGRAM.

I have received a copy and have read this student agreement. I understand my responsibilities and what is expected of me. If I fail to comply with any of the above rules I will be terminated from the program.

Vocational Goal

Anticipated Date of Completion

Signature of Parent/Guardian

Date