# Education and Training Voucher (ETV) Program Participation Agreement

As a participant of the Education and Training Voucher (ETV) Program, you are responsible for following your college’s financial aid requirements, as well as the ETV requirements. By initialing, signing and submitting this form you acknowledge that you have read and understand your responsibilities as an ETV recipient.

## Requirements

1. Complete the **Free Application for Federal Student Aid (FAFSA)** each year on or shortly after October 1.
2. Complete and submit the **Renewal Application** and **Participation Agreement** each year between **January 1 and April 30** to meet the priority deadline.
3. Complete and sign an **ETV Spending Plan** for each term before any funds can be disbursed.
4. Submit the additional information listed below to be awarded ETV and to be able to continue accessing my ETV Award:
   - **FAFSA Confirmation Email** or **Student Aid Report (SAR)**
   - **Financial Aid Award Letter**
   - **Class Schedule**: Required at the beginning of each term
   - **Unofficial Transcripts**: Required at the end of each term

I understand failure to do so will result in disbursements being stopped.

5. Attend an accredited college, university, vocational or technical college.
7. Be enrolled at least half-time or more, meaning 6 or more credits each term.
8. Be enrolled in at least **one** 100 level college course.
9. Meet my college or university SAP and Pace of Progress requirements.
10. Submit an Education Plan if I am placed on financial aid probation, and return my plan by the requested date.
11. Maintain a 2.0 GPA or better
12. Open/maintain a working email address. I will check my email at least once a week for emails from my ETV team and will reply as required.
13. Communicate with my ETV team at least once a month. IF I DO NOT STAY IN REGULAR COMMUNICATION, MY FUNDING MAY BE AFFECTED.
14. Complete and return the **Statewide Payee Registration** form to be eligible to receive ETV disbursements.
15. I understand I am eligible for the ETV program up to my 23rd birthday. If I have received funds prior to my 21st birthday. If I turn 23 during the quarter / semester I may receive ETV until the end of that term.
16. Contact the program if my financial aid status changes which may be any of the following:
   - I withdraw from college
   - I add or drop a class
   - I received additional financial aid after I submitted my financial aid award letter to the ETV Program.
17. Contact the program if any of the following changes:
   - Address
   - Phone Number
   - Email

18. I understand I may be terminated from the program for the following reason(s):
   - Lack of significant academic progress toward a certificate or degree after six terms; this may be demonstrated by my failure to maintain a 2.0 GPA for six terms (which do not have to be consecutive) or lack of progress from 100 level college courses at the end of six terms.
   - The college I attend informs the ETV program I have been permanently dismissed.
   - I knowingly submit paperwork to the ETV program that contains altered, inaccurate or false information

I have read and understand the responsibilities outlined in the Participation Agreement and agree to comply with the program rules and processes to be able to access my ETV funds. I understand if I fail to comply with the program rules and processes I will not be able to access my ETV funds.

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<tr>
<th>SIGNATURE</th>
<th>DATE</th>
<th>PRINT NAME (FIRST AND LAST NAME)</th>
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**Email:** Scan and email to ettwash@dcyf.wa.gov

**Mail:** ETV Program, PO Box 45710, Olympia WA 98504-5710

For questions call 1-877-433-8388 or e-mail us at ettwash@dcyf.wa.gov

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