The deadline for submitting this application and agreement electronically and the signed printed copy to the U.S. Department of Education is Friday, March 7, 2014.

Electronic Submission: The deadline for electronic submission of the application and agreement is 11:59 P.M. (ET) on March 7, 2014. Transmissions must be completed and accepted by 12:00 midnight.

Signed Printed Copy: If the signed printed copy of the application and agreement is sent through the U.S. Postal Service, it must be postmarked by March 7, 2014 and mailed to:

United States Department of Education
Federal Student Aid
Grants & Campus-Based Division
Work Colleges Program
830 First Street, NE
Washington, DC 20202-5453

If the signed printed copy of the application and agreement is hand delivered by a commercial courier, use the address provided above except use 20002 as the zip code and, it must be delivered by 4:30 P.M. (ET) on March 7, 2014.

INSTITUTIONAL APPLICATION AND AGREEMENT
FOR PARTICIPATION IN THE WORK COLLEGES PROGRAM
FOR THE 2014-2015 AWARD YEAR

Institution Name_____

Street Address_____

City_____State_____Zip Code_____

OPEID_____

Authorized Official
(Please Print)_____

Title_____

Telephone No. ( )_____ Extension_____

E-Mail Address_____

Agreement

The undersigned authorized official hereby assures the Secretary of the U.S. Department of Education (the Secretary) that the institution will comply with all provisions of Section 448 of the Higher Education Act of 1965, as amended (HEA), and the applicable program regulations, and makes the following assurances:

- The institution is a public or private nonprofit, four-year, degree-granting institution with a commitment to community service;

- The institution has operated a comprehensive work-learning-service program for at least two years;

- The institution requires students, including at least one-half of all students who are enrolled on a full-time basis, to participate in a comprehensive work-learning-service program for at least five hours each week, or at least 80 hours during each period of enrollment, except summer school, unless the student is engaged in an institutionally organized or approved study abroad or externship program;

- The institution provides students participating in the comprehensive work-learning-service program with the opportunity to contribute to their education and to the welfare of the community as a whole;

- The institution has a comprehensive work-learning-service program that:

    (A) Is an integral and stated part of the institution's educational philosophy and program;

    (B) Requires participation of all resident students for enrollment and graduation;

    (C) Includes learning objectives, evaluation, and a record of work performance as part of each student's college record;

    (D) Provides programmatic leadership by college personnel at levels comparable to traditional academic programs;

    (E) Recognizes the educational role of work-learning-service supervisors; and

    (F) Includes consequences for non-performance or failure in the work-learning-service program similar to the consequences for failure in the regular academic program.

- The institution understands that in addition to any separately allocated funds, the institution may transfer allocated 2014-2015 Federal Work-Study (FWS) Program funds to the Work Colleges Program to provide flexibility in strengthening the self-help-through-work element in financial aid packaging for eligible students;

- The institution will match Federal funds used for the Work Colleges Program on a dollar-for-dollar basis from non-Federal sources; and

- The institution understands that available Federal funds may be used:

    (A) To support the educational costs of qualified students through self-help payments or credits provided under the work-learning-service program of the institution within the limits of Part F of Title IV of the HEA;

    (B) To promote the work-learning-service experience as a tool of postsecondary education, financial self-help, and community service-learning opportunities;

    (C) To carry out activities described in Section 443 or 446 of the HEA;

    (D) For the administration, development, and assessment of comprehensive work-learning-service programs, including—

        (i) Community-based work-learning-service alternatives that expand opportunities for community service and career-related work; and

        (ii) Alternatives that develop sound citizenship, encourage student persistence, and make optimum use of assistance under Part C of Title IV of the HEA in education and student development;

    (E) To coordinate and carry out joint projects and activities to promote work service learning; and

    (F) To carry out a comprehensive, longitudinal study of student academic

progress and academic and career outcomes, relative to student self-sufficiency in financing their higher education, repayment of student loans, continued community service, kind and quality of service performed, and career choice and community service selected after graduation.

Application for Funds

I am requesting a separate allocation of $_____ for an anticipated _____students for the Work Colleges Program for the 2014-2015Award Year. (Do not include any amount you anticipate transferring from your 2014-2015 FWS allocation.)

This Agreement may be terminated either by the Institution or by the Secretary under the applicable regulations governing this program. The Secretary will establish the termination date.

_____

Signature of Authorized Official of the Institution Date_____

_____

U.S. Department of Education Authorizing Official Date_____