
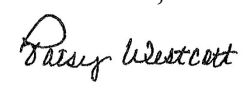


State of Alaska

Department of Labor and Workforce Development

Divisions: Alaska Workforce Investment Board (AWIB) Employment and Training Services (DETS)	Policy: 07-530.1
Subject: Tuition and Training Refunds	Pages: 2
Reference: 20 CFR Chapter V, Employment and Training Administration; Alaska Technical and Vocational Education; State Training and Employment Program Eligibility of grantees, AS 23.15.641; 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	Effective: 10/7/2016 Revised: 8/22/2020
Approved:  _____ Louise Dean, Executive Director, AWIB	8/25/2020 _____ Date
Approved:  _____ Patsy Westcott, Director, DETS	8/25/2020 _____ Date

1. Parties affected

This policy applies to Alaska Workforce Investment Board (AWIB) and Division of Employment and Training Services (DETS) staff, and subrecipients of funds from AWIB and DETS.

2. Background

Training services are available through multiple state and federal programs administered by AWIB and DETS. Funding for training may be available when it is determined that a participant meets the eligibility requirements for a program; is unlikely or unable to obtain or retain employment that leads to self-sufficiency or achieve higher wages based on previous training and work experience; and if the participant shows a need for financial assistance.

3. Policy

Training services shall be provided to eligible participants based upon the results of an individualized assessment of job readiness; employment and training needs; financial and support needs; labor market demand; and the potential for successful completion of a training program. Training programs must be of sufficient duration to impart the skills needed to meet the requirements of a specific occupational goal.

Program eligibility

Participants who meet the eligibility requirements for a state or federal training program may

receive tuition assistance if it is determined they are in need of training to obtain or retain employment. A participant must complete and sign a program application and provide all required program documentation.

Other sources of funds – the availability of other sources of funds such as Pell grants and scholarships to pay for training costs must be considered prior to using program funding. This ensures training funds are used to supplement but not supplant other sources. Participants may utilize their own resources to contribute to the training costs, however they are not required to take out personal loans to pay for training.

Payment of tuition - Pre-approved tuition may be paid directly to a training provider, reimbursed to a participant, or reimbursed to a third party who paid on behalf of the participant. If multiple funding sources are used to pay the tuition, the tuition costs must be allocated across the funding sources. Participants cannot be reimbursed for tuition expenditures that were incurred or paid prior to being determined eligible for a state or federal training program.

Advanced payments cannot be made prior to the start date of the training unless it is the training provider's standard policy to require advance payment to enroll or accept a participant into the training program.

Training refund - In the event the participant withdraws from training prior to the end of the training period, a review of the training provider's published refund policy will determine if a recovery of partial tuition is due AWIB/DETS.

The use of state or federal funds to make payments towards a personal loan for training is prohibited.

4. Definitions

- a) **Allocated costs** benefit more than one subaward or funding source, and should be charged to the funding sources in amounts that are proportionate to the amount of benefit each funding source receives.
- b) **Allowable costs** meet all of the requirements of a funding source and are not made in violation of any federal or state law, regulation, policy or other requirement.
- c) **Incurred cost** is a charge for a product or service received or delivered.
- d) **Participant** is an individual who has been determined to be eligible to participate in, and who is receiving services under, a program. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services.
- e) **Supplant** shall mean to take the place of another source of funds.
- f) **Tuition** is a sum on money charged for teaching or instruction.