



NHSC NACTEP Program Participant Contract

The provisions set forth in this agreement, shall govern. Services, GPA, Attendance, Rate of Payment, participant expectations and obligations, participant submissions

1. Participant Extracurricular Obligations

- a. All participants admitted to the NHSC NACTEP Program must be willing to participate in the NACTEP Learning Community, and all activities associated with the Learning Community these include at least 2 enrichment sessions sponsored by NACTEP and 2 events orchestrated by a different NHSC organization a total of 4 per semester.
- b. Participants must complete a brief typed or handwritten report about each event. The purpose of these is to provide insight into real world experiences, provide networking opportunities and most importantly to increase retention. Participants who are involved in an on campus community are more likely to feel included and complete their intended program of study.

2. GPA.

- a. Student must have a cumulative GPA of 2.50 or better to be selected into the program. A student may be accepted provisionally if there is a grade forgiveness or grade appeal process underway.
- b. After selection into the program, the student must maintain a grade of C (2.0) or better in their **required courses**.
- c. If the NACTEP participant does not maintain at least a 2.5 GPA at the end of the term. They will be granted a probationary period of one semester to meet the requirements of the program. If a participant is in need of a tutor the participant must contact the Program Director immediately so a tutor can be attained on behalf of the participant.
- d. If after the *above probationary period*, the student has not met the GPA/grade requirements they will be released from the NACTEP program.

3. Attendance.

- a. Attendance is expected in all scheduled courses. Attendance will be monitored through participant submissions in the form of monthly attendance reports generated from the participants mynhsc participant

account. If you are unable to connect to this account you will need to submit attendance reports with a handwritten one.

- b. Participants must be present for all scheduled meetings. If a student knows they are going to be absent, the absence must be pre-approved by the NACTEP faculty.
4. The NHSC NACTEP Office agrees to pay the following expenses for the NACTEP Participant:
- a. **Tuition** - (if student is a non-PELL recipient) books, and fees. (Student must fill out a FAFSA and provide verification).
 - b. **Stipend** - Eligible students will be paid a stipend of \$7.25 per hour of study or class time. Stipends will be processed according to the activity period Calendar. Eligibility for stipends is based on Federal Poverty Guidelines and special situations
 - c. **Mileage** – a student may request mileage assistance so long as their daily commute is 15 miles or more one way. A mapquest print out should be on file for any individual who is submitting requests for mileage assistance.
 - d. **Supplies** – supplies include the most basic job ready essentials needed by any participant entering the workforce.
 - e. If the NACTEP Nursing, Business, Carpentry or Welding participant does **not** meet the obligations and terms of this signed contract, the participant may be held liable to repay any funding received from the grant.
 - f. Students in the AD Nursing program must use the virtual ATI to prepare for the NCLEX – failure to do so may result in the student paying back all monies received from the NACTEP grant.
 - g. If a student takes the NCLEX and fails they must come into meet with the Nursing Coordinator and re-take the test. Failure to do so may result in the student paying back all monies received from the NACTEP grant.
5. FERPA.
- a. By signing this contract, those who elect to participate in the NHSC NACTEP Program grant permission to the following College staff to see their student bill, schedule, unofficial transcripts, and attendance records for the purpose of reporting and the processing of tuition, fees, books, and stipends through the Business Office:
 - CFO or Business Manager
 - Applicant Review Committee
 - Director of Grants & Accreditation
 - Guidance Counselor
 - Program Director
 - Academic Advisors
 - Director of Financial Aid

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first above written. THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

Dated: _____

NHSC NACTEP Participant

NHSC Advisor

NHSC NACTEP Project Director

Update 9/2015/DD