



## CARE Acceptance & Service Contract Agreement

**As conditions of accepting and receiving support services through the CARE program, I understand and agree to the following:**

I agree to submit an "Untaxed Income Verification Form" or "CARE Self Disclosure Form" with a current verification of benefits at the beginning of each academic year as proof of my eligibility for CARE. I understand that if I stop receiving TANF/CalWORKs assistance or if my single-head of household status changes at any point during my participation in CARE, I must immediately notify the EOP&S/CARE office.

I agree to fulfill my EOP&S Mutual Responsibility Contract by the deadline dates set by EOP&S staff each semester. This includes:

- Meeting with an EOP&S Counselor at the beginning of each semester where my Student Education Plan will be developed or updated to ensure progress towards my educational goal.
- Submission of a completed mid-term Progress Report each semester to the EOP&S office that includes tentative grades, and comments from each of my instructors.
- Meeting with an EOP&S Counselor during the second half of the semester to discuss my academic progress and review my EOP&S eligibility status for the following semester.

I must demonstrate satisfactory academic progress by achieving a cumulative grade point average of 2.0 or better, and at minimum, I must successfully complete 9 units each term with a grade C or better.

I understand that as a participant in the CARE program, I must earn a total of 8 CARE points by attending and fully participating in any combination of the following and will promptly submit proof of my participation:

- **CARE/CalWORKs Mini-Conference** event held each fall and spring semester and worth 4 points if attended.
- **Self-Development Workshops** sponsored by EOP&S/CARE, CalWORKs or other programs of the college during the fall and spring semester where each workshop is worth 2 points.
- **Tutoring** offered by EOP&S, the Learning Center, Math Success Center or STEM, and each hour of tutoring is worth 2 points.
- **Other on-campus activities** with prior approval from the CARE Coordinator

I understand that I must earn all my points within the start and end dates of each semester and that I cannot carry over points from one term to the next.

I understand that if I am a current and active participant in the CalWORKs Program at Citrus College, I must request ancillary services through CalWORKs for all my textbook needs as I can only receive this service from one program.

I understand that knowingly receiving textbook services from CalWORKs and CARE in the same term is a misuse of book services and will result in immediate dismissal from the EOP&S/CARE Program. This is also a violation of the Student Code of Conduct and grounds for student discipline.

I understand that by successfully fulfilling the EOP&S and CARE requirements listed above, I will be eligible to receive a CARE grant at the end of each fall and spring semester.

I understand that if I apply for a student loan, it may reduce or eliminate my accessibility to a CARE grant.

I understand that the terms of this agreement between the CARE program and I are mutually binding and are intended to increase my success in college.

PRINT First and Last Name

Student ID #

Student Signature

Date

CARE Staff Signature

Current Term