Wyoming Office of Homeland Security (WOHS) Student Tuition Assistance Program (STAP) Student Application and Agreement

This document sets forth the program guidelines, student eligibility requirements, and terms and conditions for reimbursement for the WOHS/STAP Tuition Assistance.

Student Requirements:

1. Applicants must meet all requirements of the LCCC HSEC and WOHS/STAP programs.

2. LCCC Declared Program of Study: Each WOHS/STAP applicant will pursue a LCCC Homeland Security, Cybersecurity, or Fire Science Technology Associates Degree or Certificate.

3. Academic Standing: Students will be required to be in good academic standing and have a minimum grade point average (GPA) of 2.5 when applying to the WOHS/STAP program. Recipients must remain in good standing with a LCCC GPA of 2.5 and an HSEC course GPA of 2.5 at all times while participating in the WOHS/STAP program.

4. Experiential Service Hour Requirement: In order to receive tuition cost reimbursement, students enrolled in the WOHS/STAP program must document their completion of twenty (20) WOHS/STAP approved experiential service hours per semester. Students will work with the LCCC HSEC Program Manager to determine an appropriate service opportunity that meets the educational and career objectives of the student and provides the State with a benefit to utilize the knowledge, skills, and abilities the WOHS/STAP recipients acquire through their course of study.

<u>List of Approved WOHS/STAP Disciplines</u>

1. **Member of Citizen Corps Program**
2. **VOAD Membership**
3. **Amateur Radio**
4. **Search and Rescue**
5. **First Responder Discipline**
6. **Critical Infrastructure Industry**
7. **Public Works (Engineer)**
8. **Communications – IT (Cyber Security)**
9. **Fire Fighters (Paid or volunteer)**
10. **Red Cross**
11. **Department of Health**
12. **Agriculture**
13. **Law Enforcement**
14. **Public Information Sharing Officers (PIO's)**

a. Students do not receive any WOHS/STAP funding or stipend for participating experiential service hours.

b. Experiential service hours for either deployed or out-of-state participants will still be required. The LCCC HSEC Program Manager will coordinate experiential service opportunities for deployed service members and out-of-state residents with the WOHS STAP Coordinator.

c. Students who cannot complete originally approved WOHS/STAP experiential service hours (for example operational requirements of the military services) will be required to fulfill the obligation at a later date or complete a WOHS/LCCC approved alternate.

5. Student Residency Requirements: Students participating in the WOHS/STAP program will be required to maintain Wyoming state residency. See residency requirements below. Students will work with the LCCC's HSEC Program Manager to ensure residency at time of their WOHS/STAP application and throughout their participation in the program.

a. WOHS/STAP participants who live outside Wyoming must be able to prove their current status as a resident of Wyoming. This is necessary when individuals work or reside in an adjoining state but maintain their official residence or home-of-record in the Wyoming. For these students, a facsimile copy of a current Wyoming driver's license will satisfy this requirement.

b. Deployed members of the United States Military are eligible and must provide a copy of their deployment orders upon registering for the STAP program, but only if they are deployed for military service to another state in the continental United States (CONUS) or outside of CONUS (OCONUS). In such cases, interested students will be eligible to participate as a Wyoming resident. Service members who are stationed in Wyoming are also eligible for the WOHS/STAP program and will need to provide a copy of their orders.

6. WOHS/STAP Students must demonstrate appropriate behavior at all times. See LCCC student handbook for code of conduct specifications.

7. All WOHS/STAP Students must complete the Alumni Survey they receive six months after completion of their degree or certificate.

8. Tuition Assistance: WOHS/STAP approved participants successfully completing their HSEC, CSEC, or FIRE class and experiential hours are eligible for tuition cost reimbursement. Reimbursement will be for LCCC HSEC, CSEC, or FIRE course tuition only. Costs for LCCC student fees and books will be the responsibility of the student.

ACKNOWLEDGEMENT I have carefully read this WOHS/STAP Application and Agreement and fully understand its contents and sign it of my own free will. I am aware that this is an agreement that it is a binding agreement on me and it is enforceable by LCCC. I also acknowledge that any tuition cost reimbursement awarded will be distributed after successful completion of all aspects of the WOHS/STAP program.

WOHS/STAP Applicant Signature:

_____ Date: _____

LCCC HSEC Program Manager Signature:

_____Date:_____

Student Name		
Social Security Number or Student ID Number		
Phone Number		
E-mail		
Mailing Address		
City	State	ZIP

I am requesting HSEC tuition assistance for the following HSEC, CSEC, or FIRE Course:

Course Name	Semester ☐ Fall ☐ Spring ☐ Summer Year
Course Number	

Cc: Dean of BATS and WOHS STAP Program Coordinator