

# PASS Program

## Orientation for Spring Semester 2019 Instructional Supplements and Childcare Assistance

### Instructional Supplements

Students must have a declared major of a Career/Technical Certificate or Associates of Applied Science degree.

A student may be disqualified from receiving services for the following:

- Failed to pick up/turn in textbooks by the assigned date,
- Declare major in not career and technical, classes enrolled for do not follow qualifying major,
- Student failed to complete workshop and/or students' cumulative GPA is below 2.25 for instructional supplements assistance at the time of applying.
- Assistance of all required instructional supplements will not be guaranteed regardless of meeting eligibility requirements.
- Amount of assistance is based on available funding.

### **DEADLINE TO SUBMIT REVISED CLASS SCHEDULES WILL BE: October 26, 2018**

Students will be notified of qualification status via email. Emails will be sent to STC account and personal email (if included on application) **January 11, 2019**; therefore please check your inbox, spam, junk e-mail for this e-mail.

All instructional supplements (i.e. Hardcover textbooks, eBooks, course points, access codes) are intended for the scholastic use of the qualifying applicant only.

- Textbooks may have different conditions.
- A notation will be made on student contract if there is any type of damage to your textbook(s).
- Ensure that you are signing and initialing textbook contract for item(s) that you are taking.
- Any lost, damaged textbooks, lost or broken CD/DVD (if applicable) must be replaced in order for hold to be cleared.
- The only **EXCEPTION** is if your textbooks are stolen or damaged due to fire, flood, car accident, etc. You will need to provide a copy of a police report/insurance claim where textbooks are described as stolen or damaged.

If you have questions or concerns please feel free to contact:

Monica Bravo 956-872-6312 or  
[mgarza100@southtexascollege.edu](mailto:mgarza100@southtexascollege.edu)

Michelle Cortez 956-872-6314 or  
[myrtice@southtexascollege.edu](mailto:myrtice@southtexascollege.edu)

### Childcare Services

Childcare is not **guarantee and that there is limit of two kids per student for fall and spring semester (summer no limit)**. PASS program will pay childcare vendor the daily or weekly rates stipulated on the year-by-year Proposal for childcare services bids. PASS program will only pay childcare services for days based on student's class schedule. If vendor fees exceed amount stated in bid, student is required to pay the vendor any remaining balance (if vendor chooses too).

Student is required to enroll and maintain full-time 12 hours in STC during the semester that the student has enquire assistance for (fall and spring semesters only). During the summer full-time is 6 hours, or 4 hours for part-time assistance. In addition, student must have and maintain a **2.7 GPA** in order to be consider or be grant childcare services. All classes that student is enrolled for have to be within the specific degree plan.

Students will be required to participate in enrichment workshops (One 1-hour prior to application deadline and two 1-hour workshop once student qualifies, summer only 1 workshop) per semester if granted childcare services. Students selected for childcare services are to receive childcare list, select vendor and then a contract will be drafted. After doing the contract, attendance forms will be issue to student for child or children approved for services for the semester. Every month the student is responsible for submitting attendance form to Advising Specialist or Advisors (Attendance will be provided by Advising Specialist or Advisor). At any time student does not feel satisfy with the childcare services, student is entitle to change vendors at any time. **(CHILDCARE NOTIFICATE WILL BE SET OUT VIA-EMAIL TO STUDENTS THAT QUALIFY AND DID NOT QUALIFY ON NOVEMBER 21, 2018 VIA EMAIL. SO PLEASE CHECK YOU EMAILS).**

**Graciela Zamora**

If you have questions or concerns please feel free to contact me at (956)872-6313 or email me at

[gracier@southtexascollege.edu](mailto:gracier@southtexascollege.edu)

