

Wyoming Adjunct Professor Loan Repayment Program Checklist

| Applicant's Responsibilities (not necessarily in order) | | |
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| | Complete | Comments |
| Applicant and school district discuss nomination. If the school district agrees to nominate the applicant, then the school district and applicant can proceed. | <input type="checkbox"/> | |
| Applicant decides which accredited post-secondary institution they plan to attend in order to obtain needed coursework. | <input type="checkbox"/> | |
| Applicant ensures they are accepted into the school, and determines what the tuition and fees will be for them to take needed courses. | <input type="checkbox"/> | |
| Applicant verifies with the post-secondary institution that the classes selected fit the post-secondary institution's qualifications. | <input type="checkbox"/> | |
| Applicant contacts WCCC and requests a WOLFS – 109(a) form so that we can directly reimburse them into a checking or savings account. This form can be requested at amy.brockel@wyo.gov | | |
| School District Responsibilities (not necessarily in order) | | |
| | Completed | Comments |
| School district nominates the applicant by completing an application form. | <input type="checkbox"/> | |
| School district contacts post-secondary institution to determine what concurrent course(s) will be taught by applicant. | <input type="checkbox"/> | |
| School district works with applicant and post-secondary institution to determine the courses/program needed, estimates tuition and fees, and start and completion dates. The agreement must also list the concurrent courses that will be taught after completion of the required coursework. | <input type="checkbox"/> | |

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| School district has the applicant and their superintendent or designee sign the completed agreement. | <input type="checkbox"/> | |
| School district sends agreement to the post-secondary institution for final review and signature. Include priority if more than one nominee is submitted. | <input type="checkbox"/> | |
| Post-Secondary Institution Responsibilities (not necessarily in order) | | |
| | Completed | Comments |
| After having worked with the applicant and school district, a post-secondary institution representative reviews the agreement with listed coursework to be completed, and concurrent course(s) to be taught upon completion of coursework. | <input type="checkbox"/> | |
| In case of discrepancies, the post-secondary institution works with parties involved to achieve agreement. | <input type="checkbox"/> | |
| Post-secondary institution can set their own due date for the completed agreements to reach their office for review. The post-secondary institution then determines priority of funding of applicants' applications that have been received from local school districts. | <input type="checkbox"/> | |
| Post-secondary institution president or designee signs agreement with attached priority list. | <input type="checkbox"/> | |
| Post-secondary institution sends completed agreements, which includes the priority list to the Wyoming Community College Commission by applicable deadline. | <input type="checkbox"/> | |

Additional Information:

Once the Commission receives the nomination forms and signed agreements from all the post-secondary institutions, the Executive Director and/or designee(s) will determine who will be funded based on Rules, available funding and prioritizations received from the post-secondary institutions. The Commission will send out award letters to all parties of the agreement notifying all applicants who has and has not been funded. Once the applicant has been notified their application/agreement was approved, the applicant is responsible for contacting Align at 877-322-5446 or 307-772-9019 to complete paperwork. There are deadlines associated with this paperwork, and failure to follow through with Align will void the agreement to fund the applicants' coursework.