

REGION 1 CLOSEOUT

- A closeout form must be submitted for any participant (student) referred to training with an Individual Training Account (ITA – Scholarship) who has either **withdrawn from training, completed training, or exceeded maximum thirty (30) months of training.**
- Submit closeout forms as soon as possible after completion, withdrawal or maximum 30 months of training.
- Indicate on the closeout any employment information you may have at the time of submitting closeout. Do not hold closeout if employment information is unknown.
- Use the Region 1 Employment Form for any employment information received after closeout is submitted.
- Include **only** actual training costs paid to the training provider from the time the participant (student) begins training under WIA funding until they complete or drop out. Do **not** include any supportive services payments made to the participant (student).
- If participant (student) withdraws from training, the tuition cost will need to be prorated according to the number of weeks actually completed. Any costs of books, supplies, etc. that were purchased up to withdrawal date will be paid.
- Use the last day in attendance as the drop date.
- Make sure you have the proper documentation (receipts) in the students file to justify all charges.
- **Must include a copy of participant's credential or transcript** when submitting closeout.