



BC Centre for Ability Opportunities Fund Program Participant Responsibilities

As a participant sponsored by the Federal Opportunities Fund program, you are responsible to do the following:

1. Participate in the training program diligently and make your best effort to complete it successfully and on time.
2. Problem-solve any difficulties in the training program in a proactive way i.e. as it occurs, not after-the-fact.
3. Keep receipts, vouchers and other documents as proof of the training costs incurred. Photocopy them as a secure back-up before you submit the originals to your assigned Opportunities Fund Community Coordinator.
4. Provide all receipts in a timely fashion to your Opportunities Fund Community Coordinator, failure to do so will affect future payments.
5. Send monthly Progress and Attendance reports to your assigned Opportunities Fund Community Coordinator promptly after each month of study.
6. Forward transcripts each semester as soon as they become available.
7. Advise your Opportunities Fund Community Coordinator of any changes to the start and end dates of the program immediately.
8. Provide copies of final course transcripts, diplomas and/or certificates to your Opportunities Fund Community Coordinator upon completion of the training.
9. It is expected that participants of the Opportunities Fund begin job search activities as a condition of receiving sponsorship and to be employed within 12 weeks after graduation.
10. Upon starting employment, provide your Opportunities Fund Community Coordinator with the following: start date, name of employer, hourly wage and position.