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Wednesday  
March 4, 1998

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**Part VII**

**Department of  
Education**

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Office of Postsecondary Education;  
Federal Work-Study Programs; Notice

**DEPARTMENT OF EDUCATION**

[CFDA No.: 84.033]

**Office of Postsecondary Education;  
Federal Work-Study Programs****AGENCY:** Department of Education.**ACTION:** Notice of closing date for filing the "Institutional Application and Agreement for Participation in the Work-Colleges Program."**SUMMARY:** The Secretary gives notice to institutions of higher education of the deadline for an eligible institution to apply for participation in the Work-Colleges Program and to apply for funding under that program for the 1998-99 award year (July 1, 1998 through June 30, 1999) by submitting to the Secretary an "Institutional Application and Agreement for Participation in the Work-Colleges Program."

The Work-Colleges Program along with the Federal Work-Study Program and the Job Location and Development Program are known collectively as the Federal Work-Study programs. The Work-Colleges Program is authorized by part C of title IV of the Higher Education Act of 1965, as amended (HEA).

**CLOSING DATE:** To participate in the Work-Colleges Program and to apply for funds for that program for the 1998-99 award year, an eligible institution must mail or hand-deliver its "Institutional Application and Agreement for Participation in the Work-Colleges Program" to the Department on or before April 24, 1998. The Department will not accept the form by facsimile transmission. The form must be submitted to the Institutional Financial Management Division at one of the addresses indicated below.**ADDRESSES:** *Applications and Agreements Delivered by Mail.* An institutional application and agreement delivered by mail must be addressed to Ms. Thomasine Riley, Work-Colleges Program, Institutional Financial Management Division, U.S. Department of Education, P.O. Box 23781, Washington D.C. 20026-0781. An applicant must show proof of mailing consisting of one of the following: (1) A legibly dated U.S. Postal Service postmark; (2) a legible mail receipt with the date of mailing stamped by the U.S. Postal Service; (3) a dated shipping label, invoice, or receipt from a commercial carrier; or (4) any other proof of mailing acceptable to the Secretary of Education.

If an institutional application and agreement is sent through the U.S. Postal Service, the Secretary does not

accept either of the following as proof of mailing: (1) A private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service.

An institution should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an institution should check with its local post office.

An institution is encouraged to use certified or at least first class mail. Institutions that submit an institutional application and agreement after the closing date of April 24, 1998, will not be considered for participation or funding under the Work-Colleges Program for award year 1998-99.

**Applications and Agreements Delivered by Hand.** An institutional application and agreement delivered by hand must be taken to Ms. Thomasine Riley, Work-Colleges Program, Campus-Based Financial Operations Branch, Institutional Financial Management Division, Accounting and Financial Management Service, Student Financial Assistance Programs, U.S. Department of Education, Room 4714, Regional Office Building 3, 7th and D Streets, S.W., Washington, D.C. Hand-delivered institutional applications and agreements will be accepted between 8:00 a.m. and 4:30 p.m. (Eastern time) daily, except Saturdays, Sundays, and Federal holidays. An institutional application and agreement for the 1998-99 award year that is delivered by hand will not be accepted after 4:30 p.m. on April 24, 1998.**SUPPLEMENTARY INFORMATION:** Under the Work-Colleges Program, the Secretary allocates funds when available for that program to eligible institutions. The Secretary will not allocate funds under the Work-Colleges Program for award year 1998-99 to any eligible institution unless the institution files its "Institutional Application and Agreement for Participation in the Work-Colleges Program" by the closing date.

To apply for participation and funding under the Work-Colleges Program, an institution must satisfy the definition of "work-college" in section 448(e) of the HEA. The term "work-college" under the HEA means an eligible institution that (1) is a public or private nonprofit institution with a commitment to community service; (2) has operated a comprehensive work-learning program for at least two years; (3) requires all resident students who reside on campus to participate in a comprehensive work-learning program and the provision of services as an integral part of the institution's educational program and as part of the

institution's educational philosophy; and (4) provides students participating in the comprehensive work-learning program with the opportunity to contribute to their education and to the welfare of the community as a whole.

**Applicable Regulations**

The following regulations apply to the Work-Colleges Program:

- (1) Student Assistance General Provisions, 34 CFR Part 668.
- (2) General Provisions for the Federal Perkins Loan Program, Federal Work-Study Program, and Federal Supplemental Educational Opportunity Grant Program, 34 CFR Part 673.
- (3) Federal Work-Study Programs, 34 CFR Part 675.
- (4) Institutional Eligibility Under the Higher Education Act of 1965, as amended, 34 CFR Part 600.
- (5) New Restrictions on Lobbying, 34 CFR Part 82.
- (6) Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants), 34 CFR Part 85.
- (7) Drug-Free Schools and Campuses, 34 CFR Part 86.

**FOR FURTHER INFORMATION CONTACT:** Ms. Thomasine Riley, Work-Colleges Program, Institutional Financial Management Division, U.S. Department of Education, P.O. Box 23781, Washington D.C. 20026-0781. Telephone (202) 708-9750. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape or computer diskette) on request to the contact person listed in the preceding paragraph.

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