

# Memo #3

**To:** National Coordinators and Regional/State Coordinators

**From:** Doug Howorth, Apprenticeship Program Manager

**Date:** Updated June, 2015

**Subject: Final Allocation Process and Tuition Commitment**

- 1) **Late spring** each year the National Coordinator will request the number of basic academy attendees from each Region for the following fiscal year.
- 2) By **October 1<sup>st</sup>** each year, Regions must verify with the National Coordinator their basic academy allocation request – this number should include both apprentice and non-apprentice attendees.
- 3) Regions will be held financially responsible for all advanced academy allocations (based on basic academy attendee numbers) with the exception of:
  - resignations
  - terminations
  - student transfers to another forest/agencyso long as formal notification is made to the National Coordinator by December 1<sup>st</sup>.
- 4) **By December 1<sup>st</sup>** Regional Coordinators are required to submit to the National Coordinator their Basic and/or Advanced Academy **Student Information Sheets**. At this time, regions will be held financially responsible for all allocations.

*/s/ Doug Howorth*  
Doug Howorth  
Program Manager