



Admissions and Registration

Admission Procedures

Prospective applicants must:

1. Complete an admissions application form and pay \$30 non-refundable admissions application fee (student in ABE/ESL/GED and Community Education are exempt from the \$30 fee)
2. Take COMPASS assessment test (requires \$25 testing fee)
3. For program information and career planning contact a counselor in Student Services
4. Successfully complete program prerequisites
5. Complete registration application form to be placed on pre-registration list

Admission/Registration Office

To enroll in person, the Registration Office is open:

Monday–Thursday..... 7:30am–6:00pm
Friday..... 8:30am–4:00pm

The Registration Office can be reached by calling 425.235.2352.

Counseling

RTC offers counseling services to prospective students to assist them in selecting college offerings that fit their interests, goals and aptitudes, as well as to offer insights on other career-related issues.

The Counseling Office is located on the second floor of the Robert C. Roberts Campus Center (Building I) just across from the Registration office. It is open from 7:30am to 6:00pm, Monday through Thursday, 7:30am to 4:00pm on Friday. Saturday appointments are available on request.

Counseling services are free and appointments are recommended by calling 425.235.5840.

Entrance Requirements

Applicants must be 18 years of age, possess the vocational interest and goals related to their chosen program of study, and be able to benefit from instruction. Individual programs may have additional entrance requirements related to licensure or require specific educational credentials. Admission to the College may be initiated in person, by phone, by mail or through referral by an agency.

In some programs and evening classes, applicants can be 16 years of age.

Pre-Registration List

If a student applies for entry into a program in which there is neither a current training station nor a predictable opening, he or she must complete an admissions application and pay a \$30.00 non-refundable admissions fee and take the COMPASS placement exam. Students completing a sequence of training and currently enrolled in a program will have first priority for registration.

The applicant will be notified by telephone, mail or email when a training station becomes available. Assignments to programs will be according to positions on the pre-registration list.

Withdrawal

A student withdrawing from a program must submit a Registration/Change of Schedule form to the Registration Office. Tuition will be refunded if withdrawal is within the refund period. A student who has withdrawn may re-enroll in the program if an immediate training station is available, or placed on the pre-registration list.

Tuition Payment

Career Training Programs

A \$75.00 late fee will be charged to students currently enrolled in a program at RTC who have not registered **before** the first day of the quarter. This does not apply to new students registering for the first time.

Refund Policy:

If a student wishes to withdraw from class and receive a refund they must submit a Registration/Change of Schedule form to the Registration department.

Refunds are as follows:

- 100% refund if class is withdrawn prior to the first day of class.
- 80% refund if class is withdrawn from the first calendar day through the 7th calendar day.
- 40% refund if withdrawn from the 8th calendar day through the 20th calendar day.
- No refund after the 20th calendar day.
- Once the online class begins the \$40.00 technical fee is non-refundable.
- Tuition and fees that are paid in cash will be refunded by check.
- 100% refunds of tuition and fees when course or programs are cancelled or if the college is in error.

It is the student's responsibility to withdraw from the college or from individual classes. Students must submit a Change of Schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. Date of registration activity using web registration or receipt of the Change of Schedule form in the Registration office establishes the rate at which refunds will be made. After the class or program has started withdrawals must be processed through the registration office.

2011-2012 Tuition & Fees

2011-2012 TUITION

# of Credit Hours	Tuition & Fees*	International Tuition & Fees*
1	\$103.33	\$197.93
2	\$206.66	\$395.86
3	\$309.99	\$593.79
4	\$413.32	\$791.72
5	\$516.65	\$989.65
6	\$612.11	\$1,171.44
7	\$707.57	\$1,353.23
8	\$803.03	\$1,535.02
9	\$898.49	\$1,716.81
10	\$993.95	\$1,898.60
11	\$1,088.63	\$2,079.61
12	\$1,183.31	\$2,260.62
13	\$1,277.99	\$2,441.63
14	\$1,372.67	\$2,622.64
15	\$1,467.35	\$2,803.65

# of Credit Hours	Tuition & Fees*	International Tuition & Fees*
16	\$1,534.84	\$2,931.96
17	\$1,602.33	\$3,060.27
18	\$1,669.82	\$3,188.58
19	\$1,733.52	\$3,313.10
20	\$1,797.22	\$3,437.62
21	\$1,860.92	\$3,562.14
22	\$1,924.62	\$3,686.66
23	\$1,988.32	\$3,811.18
24	\$2,052.02	\$3,935.70
25	\$2,115.72	\$4,060.22
26	\$2,179.42	\$4,184.74
27	\$2,243.12	\$4,309.26
28	\$2,306.82	\$4,433.78
29	\$2,370.52	\$4,558.30
30	\$2,434.22	\$4,682.82

Student Tuition	Cost Per Credit
1-5 Credits	\$89.76
6-15 Credits	\$81.89
16+ Credits	\$57.70

International Tuition	Cost Per Credit
1-5 Credits	\$184.36
6-15 Credits	\$168.22
16+ Credits	\$118.52

2011-2012 FEES

- Hybrid Fee:** \$4 per course
- Online Fee:** \$40 per course
- Culinary Arts:** \$17.28 per credit
(Cost of student meals)
- COMPASS Test Fee:** \$25
- Application Fee:** \$30
- International Application Fee:** \$50
- Clinical Placement Fee:**
\$75 per 1-4 credit clinical course
\$100 per 5+ credit clinical course
- Late Registration Fee:** \$75
- Payment Plan Fee:** \$25

*The following fees are included in each credit of tuition as indicated:

- Comprehensive Fee:** \$3 per credit
- Security Fee:** \$3 per credit
- Building Fee:**
\$4.57 per credit, credits 1-10
\$3.79 per credit, credits 11-18
- S & A Fee:** \$3 per credit, up to 15 credits

Please note that all tuition and fee rates are set by the Washington State Legislature, the State Board of Community and Technical Colleges and the Board of Trustees and are subject to change. Renton Technical College reserves the right to change, without notice, any fees to comply with the state or college regulation or policies.

Students participating in externships or internships may be required to pay \$14.85 per year for medical malpractice insurance and \$2.50 per quarter for general liability insurance.

Some programs have additional fees. See list below.

Program Fees

Level 1	Level 2	Level 3	Other
<u>\$5.00/credit</u> up to 15 credits	<u>\$10.00/credit</u> up to 15 credits	<u>\$20.00/credit</u> up to 15 credits	<u>\$40.00/credit</u> up to 10 credits
Automotive Technology	Ford Asset	Autobody	Welding
Computer Applications	ITEC	Band Instrument Repair Technology	
Construction Management	Machine Technology	Dental	
Massage Therapy	Major Appliance		
Surgical Technology	Registered Nurse		
Culinary Arts	Professional Baking		

Student Tuition Easy Payment Plan

What is STEPP?

The Student Tuition Easy Payment Plan (STEPP) program allows you to pay your tuition on an installment plan.

- To enroll, complete a STEPP enrollment form at the Cashier's office before the tuition due date, or at the time of registration (if later).
- Each quarter you must enroll with the Cashier before making your first payment.
- Payments are made in three installments (two for summer).
- There is a quarterly \$25.00 nonrefundable enrollment fee.
- Any partial payment made toward tuition without enrolling in STEPP could result in administrative withdrawal from classes.
- Non-refundable course fees such as lab fees or online fees are not eligible to be carried through STEPP.

More information about our Student Tuition Easy Payment Plan can be found on our website.

Cost of Training

The State of Washington contributes approximately 61 percent of the cost of students' education through the support of the basic instruction costs. Students are responsible for the remaining 39 percent. In addition to the state support of the basic instructional cost, students may also receive state-supported financial aid if eligible.

Running Start

The Running Start program at Renton Technical College provides an opportunity for high school juniors and seniors to attend college-level classes, tuition-free, and earn both college and high school credits. However, Running Start students and their parents are responsible for textbooks, supplies, transportation, and any other special fees.

Running Start students are treated as college students and are subject to the standards and rules and regulations of the College.

To participate in Running Start, students must demonstrate college-level skills on the COMPASS placement. In addition, the data from the COMPASS will be used to assist in the selection of occupational/technical programs and will ensure appropriate placement in English, Mathematics, and other academic courses.

Individuals interested in obtaining more information about Renton Technical College's Running Start program may call 425.235.2352, ext. 5714 or 425.235.5840.

Tech Prep

Renton Technical College encourages early pre-registration to high school students for their college program of choice, to assure timely entry. In some cases advanced placement may be granted to students with the Tech Prep credits. Through the South King County Tech Prep Consortium, Renton Technical College has developed agreements with Auburn, Enumclaw, Federal Way, Highline, Issaquah, Kent, Puyallup, the Puget Sound Skills Center, Sumner, Tahoma and White River school districts.

RTC currently has articulation agreements in the following program areas:

- Allied Health
- Accounting
- Autobody Repair and Refinishing
- Automotive Technology
- Certified Office Professional
- Computer Network Technology
- Computer Science
- Culinary Arts
- Early Childhood Careers
- Engineering Design Technology
- Legal Secretary/Legal Assistant
- Precision Machining Technologies
- Medical Office Technology
- Welding

Find out more about becoming a Tech Prep student. Contact your high school counselor or vocational teacher, or Renton Technical College's Student Services office at 425.235.5840.