



REGISTRATION AND ADMISSIONS

Admissions

Admission Procedures

Prospective applicants interested in enrolling in a **Full-Time Career Training program** must:

1. Complete all necessary interviews and take the COMPASS test.
2. Complete and submit an application form.
3. Complete admission requirements.
4. Pay course fees or pre-registration list fees, if applicable.

Applicants for **Part-Time Career Training programs** must:

1. Complete an application form and submit it in person or by mail.
2. Pay course fees.

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 5:00pm 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 full time 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 take the COMPASS test, complete an application, and pay a non-refundable \$30 pre-registration fee, which will be credited to tuition at the time of class registration. 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 and/or mail 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

Full-Time Career Training Programs

Beginning Fall Quarter 2006, 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.

Tuition

Culinary Arts Students

\$14.42 per credit of instruction to cover the cost of student meals.

Tuition Rates 2009-2010

Credits	Resident
1-5	\$74.90
6-15	\$68.34
16+	\$48.15

Credits	Tuition & Fees*	Credits	Tuition & Fees*
1	\$74.90	21	\$1,346.80
2	\$149.80	22	\$1,394.95
3	\$224.70	23	\$1,443.10
4	\$299.60	24	\$1,491.25
5	\$374.50	25	\$1,539.40
6	\$442.84	26	\$1,587.55
7	\$511.18	27	\$1,635.70
8	\$579.52	28	\$1,683.85
9	\$647.86	29	\$1,732.00
10	\$716.20	30	\$1,780.15
11	\$784.54	31	\$1,828.30
12	\$852.88	32	\$1,876.45
13	\$921.22	33	\$1,924.60
14	\$989.56	34	\$1,972.75
15	\$1,057.90	35	\$2,020.90
16	\$1,106.05	36	\$2,069.05
17	\$1,154.20	37	\$2,117.20
18	\$1,202.35	38	\$2,165.39
19	\$1,250.50	39	\$2,213.50
20	\$1,298.65	40	\$2,261.65

***Does not include a building fee charge of \$2.53 per credit**

Hybrid fee \$4 and online fee \$40.

Tuition fees are calculated and paid quarterly.

Tuition costs may vary by quarter. Supplies and books are extra and can be purchased in the RTC bookstore.

Other Admissions

Refund Policy: Full-Time Students

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 19th calendar day.
- No refund after the 19th calendar day.

Online classes will be refunded 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.
- No refund after the 7th 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.

Registration Office Hours

Monday-Thursday 7:30am - 6:00pm

Friday 8:30am-4:00pm

(425) 235-2352 (press "0" then press "1")

Cost of Training

The State of Washington contributes approximately 66 percent of the cost of students' education through the support of the basic instruction costs. Students are responsible for the remaining 34 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.

ADA Accommodations

The college is dedicated to providing reasonable services for students requiring special accommodations. Students with disabilities are encouraged to meet with the Special Needs Counselor. For more information call 425.235.5840.

Hearing Impaired (TTY) Services

RTC provides access to all current and prospective students, employees and job applicants who are hearing impaired by calling these numbers:

- Student Services TTY: 425.235.5811
- Human Resources TTY: 425.235.2359