



# Student Services and Financial Aid

## ADA and Amendments Accommodations

The college is dedicated to providing reasonable accommodations for students requiring special services. Students with disabilities are encouraged to meet with the Disability Specialist. For more information call 425.235.5840 or email [SSD@RTC.edu](mailto:SSD@RTC.edu).

## Bookstore

The RTC Bookstore in the Robert C. Roberts Campus Center, (Building I), stocks the textbooks and supplies required for classes, reference books and material, electronic/computer supplies, clothing, gifts and cards. A special order service is also available on request.

### Bookstore hours:

Monday ..... 7:30am–7:00pm

Tuesday through Friday ..... 7:30am–4:30pm

Extended and Saturday hours available for the beginning of Fall, Winter and Spring quarters. Please call the Bookstore for extended, school break, holiday and Summer hours. For additional information call 425.235.2323 or visit the website at [www.bookstore.RTC.edu](http://www.bookstore.RTC.edu).

## Cash Machine

An automated teller machine (ATM) is available outside the entrance to the Cafeteria in the Robert C. Roberts Campus Center, (Building I). Users pay a nominal fee.

## Computer Labs

Computer labs are available for student use. The open computer lab is located in the Technology Resource Center (Building C), Room 102. All lab usage is on a drop-in basis. For information, call the Registration Office at 425.235.2352.

## Bus Routes

Metro buses serve the College's main campus. For bus schedules or information on bus routes to our other sites, call Metro Transit Information Line at 206.553.3000 or log on to <http://transit.metrokc.gov>

## Campus Security

RTC provides campus security to ensure the safety of our students. In case of emergency on campus, or to reach Campus Security, call 425.235.7871.

The Public Safety Department at Renton Technical College provides full-service, seven days a week, public safety and security services to the campus community. The Public Safety Department is located on the main campus of Renton Technical College in the Technology Resource Center, room 102B, main office telephone number 425.235.7871.

The Public Safety Department works closely with the Renton Police and Fire Departments and other local emergency service agencies. The Public Safety Department acts as the first responder for all incidents on campus, provides general patrol of campus facilities and property, manages both traffic safety and parking management for the college, coordinates emergency preparedness planning and provides crime prevention programming. The department responds to all reports of fire and/or medical aid working in support of the Renton Fire Department.

The Public Safety Department also provides community members with assistance when they are locked out of their vehicles, need a jumpstart because of a dead battery and we also offer escorts to and from your classes.

## Cooperative Education

Many of the training programs offer a cooperative education component, a combination of classroom instruction and related work experience. Cooperative positions often become jobs when the training is over because employers want to retain proven workers. Instructors coordinate and seek out cooperative opportunities.

## 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 5:30pm, Monday through Thursday, 7:30am to 4:00pm on Friday.

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

## Food Services

Visit RTC's Culinary Arts facility on the first floor of the Robert C. Roberts Campus Center, (Building I). Our restaurants and bakery provide a hands-on environment for training students. A wide variety of vending machines are available in Buildings B, I, and L for all your night and weekend food needs. Weekly menus are available online at [www.RTC.edu/CommunityResources/FoodServices/](http://www.RTC.edu/CommunityResources/FoodServices/).

## Culinaire Room

A sit-down restaurant featuring upscale daily menus at reasonable prices. A delicious selection of Northwest, ethnic and international cuisine.

Monday–Friday ..... 11:15am–1:00pm

## Express Dining “Scatterline”

The College cafeteria features daily specials from the grill, breakfast, deli, salad bar and beverage station.

Monday–Friday ..... 6:30am–1:00pm

## Culinaire Express

Fast foods for people on the go! Quick burgers, wraps, baskets, and specials are offered daily.

Monday–Friday ..... 11:15am–2:45pm

## Bakery

An assortment of freshly baked goods is prepared daily by students in the Professional Baking program and sold in the RTC Bakery. Special order cakes, pies or other breads and pastries are available by calling 425.235.2353, ext. 5596.

Monday–Friday ..... 7:00am–1:00pm

## Catering

Let RTC make your event special, whether it's a wedding, box lunch, sit-down meal, or special occasion at home or at work. Facilities on campus are available for rental for any size group, from small business meetings to weddings and conferences. Also available for rental are staging, draping, audiovisual and other equipment. Please visit our website at [www.RTC.edu/catering](http://www.RTC.edu/catering) for a list of our menus, prices and rental rooms. Call the Catering Department to discuss special orders and catering arrangements, 425.235.5845.

## International Students

The college issues Certificates of Eligibility (for student visas) to international students who plan to enroll in a vocational, academic program. For more information, call 425.235.5840.

## Career Services

Get assistance with creating a resume, looking for a job or practicing for an interview. Get your cover letter or thank you letter critiqued and get help with filling out applications (paper or online). Also, sign up for interfase: [www.myinterfase.com/RTC/student](http://www.myinterfase.com/RTC/student) another online job search tool. For more information, call (425) 235-2352 x7785.

## Hearing Impaired Services

RTC provides access to all current and prospective students, employees and job applicants who are hearing impaired via email at:

Services to Students with Disabilities (SSD).....SSD@RTC.edu

Human Resources.....gmullowney@RTC.edu

IS preferred, please use Relay Service of your choice to call Student Services at 425.235.5840

## Library Resource Center

The Renton Technical College Library occupies the entire second floor of the Technology Resource Center at the south end of campus. The library has a full range of books, periodicals, DVD's, video tapes, and audio tapes. In addition, the library subscribes to many on-line databases that expand the library collection with thousands of full-text resources. Library staff members are eager to help students locate information and do research to support instructional and career development. The library staff will also help users identify and obtain items from other libraries. The library has ample study space, including many private group study rooms. On-line library help, the on-line catalog and databases are available from off-campus at [www.RTC.edu/library](http://www.RTC.edu/library). For more information call 425.235.2331.

Normal library hours during Fall, Winter and Spring quarters are:

Monday–Thursday..... 7:00am–8:00pm

Friday..... 7:00am–4:30pm

Hours during Summer quarter and between quarters are reduced. The library is closed most holidays and on weekends. Exceptions to the library's schedule of open hours are posted on the library's website [www.RTC.edu/library](http://www.RTC.edu/library).

Even when the library is closed you can still get help - 24 hours a day, 7 days a week. At the library home page ([www.RTC.edu/library](http://www.RTC.edu/library)) just click on the “ask wa” button and you will be connected to a live online chat session with a librarian.

## Parking Rules & Permits

### Parking Rules & Permits

Parking rules and regulations are enforced 24 hours a day, seven days a week throughout the calendar year. RTC students, employees and visitors are required to obtain parking permits for their vehicles. Student parking permits are free of charge and are available from:

- Student Services, Roberts Campus Center, Building I
- Employee parking permits can be obtained from Public Safety Office, Technology Resource Center, Building C, room 102B

### General Parking Rules

Unless cars are marked with a special permit (disabled, carpool or visitor), students are required to park in the regular student parking lots on weekdays. On weekends, students may also park in any employee lot. Disclaimer: Information subject to change – please check entrance sign at lots for current restrictions.

- Park one vehicle to a space inside a set of white lines. The rule of thumb is: if the area does not have white lines around it, it is not a legal parking spot—be aware that RTC does not mark all illegal zones with red curbs and “No parking” signs.
- No one may park at any time in roadways, fire lanes, bus zones, loading zones, service driveways, on sidewalks, and on the landscape.
- No one may park in a reserved space without the appropriate permit or authorization.

In addition to imposing fines, vehicles may be impounded due to the following grounds but not limited to: blocking a roadway so as to impede the flow of traffic, blocking a fire hydrant or fire lane, creating a safety hazard, blocking another legally parked vehicle, parking in a marked “tow away” zone and outstanding unpaid parking citations.

## Student Housing & Transportation

While RTC does not provide housing or transportation for students, we will assist in providing information. Housing in the Renton area, for rental and purchase, is generally available in a variety of price ranges.

## Student Insurance

Accident and health insurance is available for all students of Washington State’s Community and Technical Colleges. Students are responsible for paying the insurance premiums outlined in the plan. For an application or more information call 425.235.2352.

## Testing

The Testing Center is located in the DeMoss building (J- 219). It provides testing services to a diverse community, fulfilling the assessment needs of prospective and current students. The Testing Center publishes a monthly calendar which is available both on campus and online. Children are not permitted in the Testing Center. All tests administered in the Testing Center require approved picture identification and a copy of the receipt showing payment for the test. For questions, please call and leave a detailed message at 425.235.2352 ext. 5704.

### COMPASS Placement Testing

Before enrolling in a Professional-Technical program or general education class at RTC, students are required to take the COMPASS placement test. The test assesses the student’s math, reading and writing skills. The COMPASS test is offered on the computer and has no time limit. The scores are used to determine appropriate class placement, referral services, and by financial aid. A counselor may review the scores with the tester as part of the educational planning process. Students must start the test during the posted hours on the calendar.

The COMPASS test costs \$25.00 for all three subject tests. Each test, taken individually or as a retest, costs \$10.00.

#### • Using Assessment Scores from Other Schools

If you have taken the COMPASS placement test at another school, you have the option to transfer those scores to RTC. RTC does not accept ACCUPLACER scores. You may submit your COMPASS scores from other schools only if they are less than two years old.

• **Exception:** If you have attended other colleges and have completed college level English, writing or math (intermediate algebra and higher) with at least a 2.0 grade point average, please bring your transcript to the Counseling Center in Building I and the COMPASS assessment may be waived. Copies of your transcript are acceptable.

• Students registering in continuing education classes are not required to take the COMPASS assessment test.

## Other Tests Administered in the Testing Center

### GED (General Education Development) Tests:

Individuals who are at least 16 years old, have not graduated from an accredited high school in the United States or Canada, and who are not currently enrolled in high school are eligible to take the GED tests. The test covers 5 subject areas, including: Reading, Writing, Social Studies, Science and Math. To take a test at RTC, one must attend a pre-registration meeting where the test and testing conditions will be described, all paperwork will be filled out and proof of payment will be collected. The GED currently costs \$75.00 for all 5 tests. If a test needs to be retaken, each test costs \$15.00, except for Writing which costs \$25.00.

## Websites

### RTC Testing Center:

www.RTC.edu/StudentServices/TestingCenter/

### COMPASS Practice Test:

www.act.org

### GED Practice Test:

www.gedpractice.com

www.testprepreview.com

## How to Apply for Financial Aid

It's easy to apply for financial aid. Students can submit the Free Application for Federal Student Aid (FAFSA) online. The FAFSA collects financial data and other information that is used to calculate the Expected Family Contribution (EFC) that ultimately determines a student's eligibility for aid. The federal code for Renton Technical College is 014001.

The key to obtaining financial aid is to apply early. Students should apply at least three months prior to the time they expect to enter school. Students may begin the process at any time; however, financial aid will not be awarded until a start date has been assigned.

1. The FAFSA worksheet can be picked up in the Financial Aid Office.
2. Students can submit the FAFSA electronically by visiting the following website:  
FAFSA on the WEB <http://www.fafsa.gov/>  
This website is provided by the Department of Education and allows students to transmit the application online.
3. Students will be required to complete the Renton Technical College Student Information Form and return it to the Financial Aid Office. This form is available on our website-visit [www.RTC.edu](http://www.RTC.edu).
4. Students should stay in touch with the Financial Aid Office to be certain that all information needed to complete their file has been turned in on time.

## Eligibility Requirements

All financial aid recipients must meet the following requirements:

- Be a citizen of the United States or an eligible non-citizen.
- Have a high school diploma, GED or pass the COMPASS or ASSET (approved ability to benefit tests).
- Have a valid Social Security Number
- Be enrolled in an eligible degree or certificate program.
- Not owe a repayment on a grant or be in default on a student loan.
- Have financial need as determined by the federal need analysis.
- Be registered with Selective Service if required.

## Satisfactory Progress

It is important to remember that financial aid eligibility is based on academic standing as well as credits completed versus credits registered for. We review your progress from your start date at RTC, even if you did not receive aid. It is possible to lose eligibility without ever having received aid. In order to remain eligible for financial aid, you must meet the following academic requirements:

## Requirements

As a student, you must maintain a grade point average of 2.0 at the end of each grading period. You must also complete a certain percentage of credits based on what number of credits you registered for (see financial aid office).

## Warning

You are eligible to receive financial aid while on warning status.

If you fail to maintain the academic requirements listed above, you will be placed on financial aid probation at RTC. You will remain on warning until the next term. At the end of the term progress will be reviewed.

## Suspension

If at the end of a warning period you have not met the satisfactory progress requirements, your aid will be suspended. You will not be eligible to receive financial aid and must pay tuition and fees for future terms.

You will be placed on suspension from aid at Renton Technical College if:

1. You fall below a 2.0 average following a warning period.
2. You fail to complete 67% of the credits of the quarter you register for following a warning period.
3. You withdrew before completing 60% of the quarter for which you were paid.

## Reinstatement after Suspension

You may request reinstatement of eligibility after completing one quarter at your own expense, meeting satisfactory progress requirements, and repaying any overpayment that is owed.

## Maximum Time Frame of Funding

The maximum time frame for funding to complete a training program is 150% of the published length of the program. (For Washington State Needs Grant recipients it is 125%).

## Appeals

You have the right to appeal a suspension if you had mitigating circumstance you wish us to review. Appeal forms are available in the financial aid office.

## Types of Aid

Renton Technical College offers financial assistance to eligible students in the form of grants, work study, loans and scholarships. A financial aid award may consist of one or more of the following programs:

### Grants

Grants are considered gift aid and do not require repayment unless a student fails to maintain satisfactory progress or leaves school before completing more than 60% of the term. RTC participates in the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Opportunity Grant, and Washington State Need Grant programs.

### Work Study Programs

Work Study programs provide part-time employment to eligible students, on and off campus. The maximum a student can earn is determined by financial need and funds available. Students can work up to 19 hours per week while school is in session. Every effort is made to place students in jobs which relate to their training. RTC participates in both the federal and state work study programs.

### Loans

The Federal Direct Student Loan Program offers long term loans which allow students to postpone paying for a portion of their school expenses until after they graduate or leave school. Repayment begins six months after completion or withdrawal from the professional-technical program. RTC participates in the Direct Stafford Loan Program (subsidized, unsubsidized and PLUS).

- Subsidized Direct Loans are need-based. A student's eligibility to borrow is based on financial need as determined by the federal government which pays interest on the loan while the student is in school.
- Unsubsidized Direct Loans do not require a student to show financial need; however, the cost of the student's education must exceed any other financial aid offered. The student, not the federal government, is responsible to pay all interest that accrues on this loan.

\* Direct PLUS loans are loans a dependent student's parents take out to help the student pay for their education. Eligibility to borrow is based on the parents' credit worthiness and the student's unmet need. Repayment begins as soon as the funds are disbursed.

The Emergency Student Loan is a \$100 short-term institutional loan available to financial aid students who are making satisfactory progress. All loans must be repaid no later than the end of the quarter in which they are received. Funds are limited.

## Scholarships

The Renton Technical College Foundation, in partnership with various service, business and professional organizations in the community, provides more than \$30,000 in scholarships annually. All scholarships are awarded through the financial aid office on a quarterly basis.

In addition, many scholarship announcements are received in the financial aid office throughout the school year. Eligibility criteria, application process and deadlines are posted in the Financial Aid Office located in the Robert C. Roberts Campus Building, (Building I).

## Veterans Programs

Most of the training programs at Renton Technical College which offer a Certificate of Completion or an Associate of Applied Science degree are approved for benefits under the following Veterans Administration regulations: Chapter 31 (Vocational Rehabilitation), 30 (Montgomery Bill), 32 (VEAP), 33 (Post 9/11), 35 (Survivors and Dependents Educational Assistance) and 1606, 1607 (Reserves) of Title 38, U.S. Code.

Students who plan to use their veteran's benefits are required to contact the Veterans Specialist located in the Financial Aid Office. A determination of eligibility by the Veterans Administration and the receipt of your first month's benefits can take 4 to 6 weeks, so it's a good idea to apply well in advance of your anticipated start date if you plan to use your benefits to pay for initial tuition costs. Veterans who have not previously used their benefits must complete Form 22-1990 and submit a certified copy of their form DD-214 and a notice of eligibility. Veterans who have used their educational benefits at a prior college must submit an academic transcript for evaluation of credits. All veterans are required to keep the Veterans' Specialist apprised of enrollment plans each quarter and are expected to conform to the academic standards of the financial aid satisfactory progress policy to remain eligible for benefits.

## Agency Funded Students

The Financial Aid Office acts as the liaison between students and the various public and private agencies who offer funding, including:

- Division of Vocational Rehab (DVR)
- Department of Labor and Industries (L&I)
- Bureau of Indian Affairs (BIA)
- Washington State Department of Social and Health Services (DSHS)
- Employment Security
- Private Insurance

## Worker Retraining

If you have been terminated or received notice of termination from your job, are currently receiving unemployment benefits from the state of Washington, or have exhausted unemployment benefits within the last two years, or have been self-employed or are a displaced homemaker, you may be eligible to receive financial aid for approved training programs to help cover the costs of tuition, books, child care and transportation. For information on Worker Retraining programs or eligibility, call 425.235.5840.

## WorkFirst

Tuition assistance is available for Temporary Aid for Needy Families (TANF) recipients and working parents who meet income guidelines. You may be eligible if you are receiving temporary assistance for needy families (TANF), working for pay, and your Individual Responsibility Plan (IRP) includes training; or you are working for pay, low-income, a custodial or non-custodial parent financially responsible for a child, and not receiving any other form of financial aid. An RTC counselor will determine your eligibility. Call 425.235.7836 or 425.235.5840 to schedule an appointment.

## Financial Aid Refund and Repayment Policy

### Return of Title IV Funds

Students who receive Title IV aid (Federal Pell, Federal SEOG, Federal Direct Subsidized and/or Federal Direct Unsubsidized Stafford loans and Direct PLUS) and withdraw from school are subject to the Return of Title IV aid regulations. Federal law requires that a student must “earn” the aid they receive. When a student withdraws, drops out or otherwise fails to complete more than 60% of the term for which they received federal funds, the school is required to determine the amount “earned” using the Return of Title IV aid regulations.

If a student completes more than 60% of the term, it is determined that all financial aid has been earned. If a student completes 60% or less of the term, the earned and unearned portion will be calculated.

The “unearned” portion of tuition will be returned by the college to the appropriate Title IV program. The college will then bill the student for the amount of tuition that was returned in excess of the college’s refund policy.

*The primary objective of financial aid is to assist students and their parents in meeting basic educational costs. All financial aid programs at Renton Technical College are administered in accordance with established state and federal regulations and policies. At the core of these policies is the belief that financing a student’s education is the primary responsibility of the student and his/her family. If combined resources are not sufficient to cover expenses, a student may be eligible for financial aid.*

*A student’s financial aid award is based on a demonstrated financial need. That need is calculated as follows:*

---

*Cost of Attendance*

---

*– Expected Family Contribution (EFC)*

---

*= FINANCIAL NEED*