

# Running Start Application

We're excited you're interested in Running Start! If you have any questions about Running Start or the application process contact:

- Chelsea Good, Running Start Counselor: [cgood@rtc.edu](mailto:cgood@rtc.edu) or 425-235-2352 Ext. 5714

**TO APPLY:** Complete the following steps and submit the completed application packet to [cgood@rtc.edu](mailto:cgood@rtc.edu)

Step	Action	✓
#1	<b>Apply to Renton Technical College <a href="https://www.rtc.edu/get-started">online</a></b> , <a href="https://www.rtc.edu/get-started">https://www.rtc.edu/get-started</a> \$30 Application Fee will be added to student's account (may be waived if eligible for fee waiver)	
#2	<b>Attach a copy of placement</b> into English OR math to this application (placement option info on page 2)	
#3	<b>Connect with your high school counselor via email:</b> <ul style="list-style-type: none"><li><b>Complete attached Enrollment Verification Form.</b> Must be signed by high school counselor, guardian/parent and you!</li><li><b>Attach a copy of your high school transcript</b> to this application</li></ul>	
#4	<b>Complete Running Start agreement &amp; Top Portion of Registration Form</b> , Agreement must be signed by you and parent/guardian!	
#5	<b>Fill in your information on the bottom half of this form</b>	
#6	<b>OPTIONAL: Fee Waiver Application</b> Attach a copy of documentation showing eligibility for one of the fee waiver options.	
#7	<b>OPTIONAL: Complete attached release of information form</b>	
#8	<b>Submit completed application packet</b> to <a href="mailto:cgood@rtc.edu">cgood@rtc.edu</a> to set up an advising appointment	

\*Students needing 504 or IEP accommodations should contact the Disability Resource Services office at [drs@rtc.edu](mailto:drs@rtc.edu) or 425-235-2352 ext. 5540. The Disability Resource Services office is located in the J Building, Room 218.

## STUDENT TO COMPLETE THE FOLLOWING:

NAME:	RENTON TECHNICAL COLLEGE STUDENT ID NUMBER:
PHONE:	ALTERNATIVE PHONE #:
EMAIL:	
PARENT EMAIL:	
HIGH SCHOOL:	HIGH SCHOOL GRADUATION YEAR:
ELIGIBLE FOR FEE WAIVER (YES/NO):	DID YOUR PARENT/GUARDIAN GRADUATE FROM COLLEGE? (YES/NO):

# Running Start College–Level Placement Options

**Renton Technical College Testing Center Information & Testing Calendar** - <https://www.rtc.edu/testing-services>

Location: J Building, Room 218, 425-235-2352 x. 5704, [TestingCenter@rtc.edu](mailto:TestingCenter@rtc.edu)

\*Students needing accommodations for Renton Technical College placement testing should contact the Disability Services office prior to testing. Disability Resource Services: [drs@rtc.edu](mailto:drs@rtc.edu) or 425-235-2352 ext. 5540

Option	Description	Placement Score or Grade
<b><a href="#">Directed Self-Placement English (Free)</a></b>	Online survey taken through Renton Technical College website.	COMP 100 OR English& 101
<b><a href="#">Accuplacer Test (\$10 Fee)</a></b> (Math score valid 2 years)	Standardized test taken remotely through Renton Technical College Testing Center	Math placement test only required for college-level math, chemistry or professional technical program entrance requirement.
<b><a href="#">Smarter Balanced (SBAC)</a></b>	Standardized test taken at the high school in 10 <sup>th</sup> grade.	ELA - English Language Assessment: Level 3 or higher Math Assessment: Level 3 or higher AND grade of B or better in Algebra 2 in High School
<b>Unofficial Transcript from a college or university</b>	Student was awarded credit at a college or university for college-level English or math.	Provide copy of unofficial transcript to determine English and/or math placement.
<b>AP (Advanced Placement) or IB (International Baccalaureate) Exam Scores</b>	A student who has taken AP/IB exams in specific subjects.	Provide a copy of AP/IB exam scores. Scores must be evaluated by Running Start office.

- **Placement measures from other colleges** may be accepted. Please provide a copy of placement tool from other college for evaluation by Running Start advisor.
- **SAT and ACT scores may be used for course placement.** Please provide a copy of scores for placement.

# RUNNING START AGREEMENT

I, \_\_\_\_\_ (print), a student in the Running Start program at Renton Technical College (RTC), and I, \_\_\_\_\_, a parent/guardian of a student in RTC'S Running Start program, understand the following:

## College processes:

- All Renton Technical College courses will become part of the student's permanent college record.
- Students must inform the RTC Running Start office if they are simultaneously enrolled in more than one college.
- Students must submit a new enrollment verification form every quarter.
- A student may participate in Running Start for a maximum of six quarters – three quarters during their junior year and three quarters during their senior year.

## Confidentiality of information:

- Only students have access to their own college grades and records. Parents/Guardians may obtain a student's record only if the student signed a release form.
- College instructors **will not** notify parents or high schools when a student is failing or not attending a class and cannot inform parents of a student's academic progress.
- High school officials will not be able to inform students or parents of enrollment or progress in college courses, nor issue diplomas, until college transcripts are received by the high school.
- I understand that my transcript will be released to my high school at the end of each quarter.

## Course Selection and Participation

- Classes needed to satisfy high school graduation requirements should be taken before electives and prior to a student's final quarter.
- Students are responsible for meeting high school graduation requirements and for determining how high school and RTC courses meet two-year and four-year college requirements and requirements of specific programs. Students should meet with both their high school counselor and Running Start advisor for academic advising.
- Students are responsible for arranging their college class schedule so it does not conflict with their high school schedule.
- Students are responsible to manage both the high school and college calendars. A Running Start student is expected to attend classes at the college campus even if the high school is on a scheduled break (i.e. spring break, mid-winter break).
- If a student wishes to drop a class, the student is responsible for officially withdrawing by the eighth week of the quarter. Permission from the Running Start advisor is required both to add and drop classes. If a student drops a class after the second week and before the eighth week of the quarter, a "W" grade will be issued and no credit earned on both college and high school transcript.
- My parent/guardian and I understand that I am expected to participate fully in all course activities, including labs and field trips, and give permission to do so. I understand that a college course may give exposure to alternative viewpoints and may include material of an adult nature. Additionally, social interaction with individuals of all ages and backgrounds may occur.
- Students needing reasonable accommodations provided by an IEP or 504 plan must contact the Disability Resource Services office at Renton Technical College on a quarterly basis. Disability Resource Services may be reached by email: [drs@rtc.edu](mailto:drs@rtc.edu) or by phone: 425-235-2352 ext. 5540.

## Cost

- Students are responsible for all non-tuition costs at RTC, including textbooks and required course materials, course fees, testing fees, transportation, mandatory fees, tuition for credits in excess of 15 and for below-college level classes (i.e. MATH 095). Students also are responsible for paying for credits beyond a combined 1.2 FTE course load of high school and college courses.

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**Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

 <b>RENTON TECHNICAL COLLEGE</b>		3000 NE Fourth Street Renton, WA 98056 425-235-2352 www.rtc.edu		<b>Registration/Change of Schedule Form</b>											
				(5003)	(7001)	(4002)	(3001)	(5001)	(2004)	(4015)	(2001)	FERPA	CB-Ck.	HS Dip	Ver. By
Student ID number		<input type="checkbox"/> Summer <input type="checkbox"/> Winter <input type="checkbox"/> Fall <input type="checkbox"/> Spring    Year:		Have you previously attended RTC?			Gender:		Birth date:		Age:				
		<input type="checkbox"/> Yes <input type="checkbox"/> No                      Year:				<input type="checkbox"/> Male <input type="checkbox"/> Female									
Last Name				First Name				MI				Previous Last Name			
Address Number and street, Route or Box, or P.O. Box										Apt. No.					
City				State		Zip Code		Email Address							
Day Phone		Night Phone		Emergency Contact Name			Relationship		Phone						
<b>How will your course work relate to your current or future work?</b> <input type="checkbox"/> Gain skills for a new job or career (11) <input type="checkbox"/> Gain skills for my current job or career (12) <input type="checkbox"/> Improve skills for a career change (13) <input type="checkbox"/> Does not apply (14) <input type="checkbox"/> Other (90)				<b>What is your main long term goal for attending Renton Technical College?</b> <input type="checkbox"/> Take courses related to current or future work (11) <input type="checkbox"/> Transfer (12) <input type="checkbox"/> High school diploma or GED (13) <input type="checkbox"/> Explore career direction (14) <input type="checkbox"/> Personal Enrichment (15) <input type="checkbox"/> Other (90)											

<b>Professional Technical Program</b>				<b>EPC</b>		<b>COMPASS Scores</b>											
						Writing		Reading		Pre-Algebra		Algebra		College Algebra		Trig.	
<b>Add a class:</b>																	
Item #	Course ID	Entry Code	Item #	Course ID	Entry Code	Start End Dates		Counselor Signature			Instructor/Dean/VP Signature						
<b>Drop a class:</b>																	
Item #	Course ID	Drop Date	Counselor Signature	Reason for Drop				Enrollment Services Use Only:									
				<input type="checkbox"/> Doing Poorly <input type="checkbox"/> Family Needs <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> Military <input type="checkbox"/> Work Conflict				Comments & Date     									
<b>Student Signature:</b>				<b>(Parents may sign for students under 18 years of age)</b>										<b>Today's Date</b>			
I hereby under penalty of perjury under the laws of the state of Washington RCW 91.72.085 that to the best of my knowledge, all statements on this form are true and correct. I have been given the opportunity to read a statement of the college's policies on fees, attendance, conduct, parking and dress.																	

Please complete the other side of this form

**\*\* Social Security Number** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Your Social Security Number is confidential and under a federal law called the Family Educational Right & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

I authorize the college to use my Social Security Number to obtain employment and wage information held by the Employment Security Department for the purposes of state and federal educational reporting, evaluation and research. Yes ☐ No ☐

How long do you plan to attend Renton Technical College?	What is your work status while attending?	What is your prior education level upon entry to Renton Technical College?	What is your current family status?
<input type="checkbox"/> One quarter (11) <input type="checkbox"/> Two quarters (12) <input type="checkbox"/> One year (13) <input type="checkbox"/> Up to two years, no degree (14) <input type="checkbox"/> Long enough to complete a degree (15) <input type="checkbox"/> Don't know (16) <input type="checkbox"/> Other (90) <input type="checkbox"/> No response (99)	<input type="checkbox"/> Full-time homemaker (11) <input type="checkbox"/> Full-time employee (including self-employment and military) (12) <input type="checkbox"/> Part-time off-campus (13) <input type="checkbox"/> Part-time on-campus (14) <input type="checkbox"/> Not employed, but seeking employment (15) <input type="checkbox"/> Not employed, not seeking employment (16) <input type="checkbox"/> Other (90) <input type="checkbox"/> No response (99)	<input type="checkbox"/> Did not graduate high school (11) <input type="checkbox"/> GED (12) <input type="checkbox"/> High school graduate (13) <input type="checkbox"/> Some college, no degree/certificate (14) <input type="checkbox"/> Certificate – less than 2 years (15) <input type="checkbox"/> Associate degree (16) <input type="checkbox"/> Bachelor's degree or above (17) <input type="checkbox"/> Other (90) <input type="checkbox"/> No response (99)	<input type="checkbox"/> Single parent with children or other dependents in your care (11) <input type="checkbox"/> Couple with children or other dependents in your care (12) <input type="checkbox"/> Without children or other dependents in your care (13) <input type="checkbox"/> Other (90) <input type="checkbox"/> No response (99)  <b>First Generation College Student</b> Has either of your parents/guardians received a bachelor's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown  <b>Veterans/Active Duty Military</b> Have you ever served in the US armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Do you have a disability?** ☐ Yes ☐ No (Answering is optional; this information will be used for statistical reporting only).

<input type="checkbox"/> Deaf/Hard of Hearing (1) <input type="checkbox"/> Mobility (2) <input type="checkbox"/> Speech/Language (3) <input type="checkbox"/> Learning (4)	<input type="checkbox"/> Blind/Visual (5) <input type="checkbox"/> Chronic/Acute Health (6) <input type="checkbox"/> Neurological/Central Nervous System (7) <input type="checkbox"/> Psychological/Emotional (8)	<b>If you have a disability and would like to request an accommodation, please contact the Special Needs Counselor at extension 5705 or by TTY at 425-235-5811.</b>
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The College appreciates your response to the following questions. Answering these questions is optional and all information will be maintained with the strictest confidentiality.	What is your sexual orientation? <input type="checkbox"/> Bisexual (72) <input type="checkbox"/> Gay (99) <input type="checkbox"/> Lesbian (21) <input type="checkbox"/> Queer (28) <input type="checkbox"/> Straight/heterosexual (23) <input type="checkbox"/> Other (01) <input type="checkbox"/> Prefer not to answer (57)	What is your gender identity? <input type="checkbox"/> Feminine (22) <input type="checkbox"/> Masculine (77) <input type="checkbox"/> Androgynous (52) <input type="checkbox"/> Gender neutral (35) <input type="checkbox"/> Transgender (27) <input type="checkbox"/> Other (01) <input type="checkbox"/> Prefer not to answer (57)	Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No  If not a U.S. citizen, what is your immigration status? <input type="checkbox"/> Student: <input type="checkbox"/> F1 <input type="checkbox"/> M1 <input type="checkbox"/> Immigrant/Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Refugee <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____
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**Is English your primary language?** ☐ Yes ☐ No **How fluent are you in English?** 1. Not at all ☐ 2. Somewhat ☐ 3. Very ☐

**Please check this box if you have been in Washington State foster care for at least one year since your 16<sup>th</sup> birthday** ☐

Renton Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director, Human Resources Development, 3000 NE 4th Street, Renton, WA 98056, (425) 235-2352

*\*\*To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time Tax Credit, to administer state/federal financial aid, to verify enrollment degree and academic records, and to conduct institutional research. If you do not submit your SSN/ITIN you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal revenue Service Treasury Regulation 1.6050S-1 (e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal Law (Family Education Rights and Privacy Act), the college will protect your SSN/ITIN from unauthorized use and/or disclosure.*



## Running Start Enrollment Verification Form

<b>Student</b>	<p>Student Name: _____ Last Name First Name MI</p> <p>Home Phone: _____ Cell Phone: _____</p> <p>Email Address: _____ SSID#: _____</p> <p>Responsible Parent/Guardian: _____</p> <p>College: _____ College SID #: _____</p>	<p><input type="checkbox"/> Check if this is a revision</p> <p><input type="checkbox"/> New Student</p> <p><input type="checkbox"/> Returning Student</p> <p><input type="checkbox"/> Student Enrolled in Multiple Colleges</p> <p><input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached.</p>																																																															
	<div style="display: flex;"><div style="width: 65%;"><p><b>Free and Reduced-Price Lunch (FRPL) Status</b> (required to be completed for 2020-21 school year)</p><p>Students who are currently FRPL eligible (or anytime in the past five school years) may receive tuition and fee waivers from a college.</p><p>Is the student currently eligible for FRPL? <input type="checkbox"/> Yes <input type="checkbox"/> No HS Counselor Initials: _____</p><p><i>The parent or guardian signature below provides permission to share FRPL eligibility status only with the Running Start college for the purpose of ensuring access to tuition and/or fee waivers. Choosing not to sign the consent will not affect the student's eligibility for access to Running Start or free and reduced-price meals or free milk. The individuals and programs receiving the information will not share the information with any other entity or program.</i></p><p>Parent/Guardian Signature: _____ Date: _____</p><p>School Yr: _____ College Term: <input type="checkbox"/> College Quarter <input type="checkbox"/> College Semester</p><p>High School: _____ Fall, Winter, Spring Qtr. / 1st or 2nd sem.</p><p>District: _____ Grade Level: <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> 5th Yr Sr<sup>o</sup></p><p>For the college term <sup>4</sup> above, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE). Student may register for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.</p><p>Comments: _____</p></div><div style="width: 35%;"><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="4">Running Start Funding Limit Table</th></tr><tr><th colspan="2">Enrolled High School</th><th colspan="2">Available College</th></tr><tr><th>Weekly Minutes *</th><th>FTE</th><th>Max Allowed FTE</th><th>Max Credits</th></tr></thead><tbody><tr><td>0 - 341</td><td>0.00 - 0.20</td><td>1.00</td><td>15</td></tr><tr><td>342 - 457</td><td>0.21 - 0.27</td><td>0.93</td><td>14</td></tr><tr><td>458 - 557</td><td>0.28 - 0.33</td><td>0.87</td><td>13</td></tr><tr><td>558 - 674</td><td>0.34 - 0.40</td><td>0.80</td><td>12</td></tr><tr><td>675 - 790</td><td>0.41 - 0.47</td><td>0.73</td><td>11</td></tr><tr><td>791 - 890</td><td>0.48 - 0.53</td><td>0.67</td><td>10</td></tr><tr><td>891 - 1,007</td><td>0.54 - 0.60</td><td>0.60</td><td>10 ⊗</td></tr><tr><td>1,008 - 1,123</td><td>0.61 - 0.67</td><td>0.53</td><td>8</td></tr><tr><td>1,124 - 1,223</td><td>0.68 - 0.73</td><td>0.47</td><td>7</td></tr><tr><td>1,224 - 1,340</td><td>0.74 - 0.80</td><td>0.40</td><td>6</td></tr><tr><td>1,341 - 1,456</td><td>0.81 - 0.87</td><td>0.33</td><td>5</td></tr><tr><td>1,457 - 1,556</td><td>0.88 - 0.93</td><td>0.27</td><td>4</td></tr><tr><td>1,557 or more</td><td>0.94 - 1.00</td><td>0.20</td><td>3</td></tr></tbody></table></div></div>		Running Start Funding Limit Table				Enrolled High School		Available College		Weekly Minutes *	FTE	Max Allowed FTE	Max Credits	0 - 341	0.00 - 0.20	1.00	15	342 - 457	0.21 - 0.27	0.93	14	458 - 557	0.28 - 0.33	0.87	13	558 - 674	0.34 - 0.40	0.80	12	675 - 790	0.41 - 0.47	0.73	11	791 - 890	0.48 - 0.53	0.67	10	891 - 1,007	0.54 - 0.60	0.60	10 ⊗	1,008 - 1,123	0.61 - 0.67	0.53	8	1,124 - 1,223	0.68 - 0.73	0.47	7	1,224 - 1,340	0.74 - 0.80	0.40	6	1,341 - 1,456	0.81 - 0.87	0.33	5	1,457 - 1,556	0.88 - 0.93	0.27	4	1,557 or more	0.94 - 1.00	0.20
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<b>High School Counselor &amp; Running Start Advisor/Rep</b>	<p><b>Recommended Running Start Classes:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>College Course (Dept. &amp; Number)</th><th># of College Credits</th><th></th><th>High School Equivalency</th><th># of HS Credits</th></tr></thead><tbody><tr><td> </td><td> </td><td>=</td><td> </td><td> </td></tr><tr><td> </td><td> </td><td>=</td><td> </td><td> </td></tr><tr><td> </td><td> </td><td>=</td><td> </td><td> </td></tr><tr><td> </td><td> </td><td>=</td><td> </td><td> </td></tr></tbody></table> <div style="display: flex; justify-content: space-between;"><div>Signature of High School Counselor _____</div><div>Date _____</div><div>Signature of College Running Start Advisor/Rep _____</div><div>Date _____</div></div> <div style="display: flex; justify-content: space-between;"><div>High School Counselor Printed Name _____</div><div>Phone Number _____</div><div>College Running Start Advisor/Rep Printed Name _____</div><div>Phone Number _____</div></div>		College Course (Dept. & Number)	# of College Credits		High School Equivalency	# of HS Credits			=					=					=					=																																								
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<b>Student &amp; Parent/Guardian</b>	<p>I understand that:</p> <ul style="list-style-type: none"><li>• The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for: 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or 2) withdrawing from the excess college or high school course(s).</li><li>• The student is required to pay any class/lab fees charged for college classes.</li><li>• Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill high school graduation requirements.</li><li>• To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor.</li><li>• The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.</li><li>• If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.</li><li>• The student and parent's signatures below provide permission for the high school and college to share the Running Start student's academic records, which can include the student's grades, billing, registration, and attendance records regardless of whether FERPA rights belong to the student or parents.</li><li>• After completing the college coursework, students are responsible for requesting official college transcripts through the college's registrar office.</li></ul> <p>I acknowledge that I have read and understand both sides of this form, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.</p> <div style="display: flex; justify-content: space-between;"><div>Student Signature (REQUIRED) _____</div><div>Date _____</div><div>Parent/Guardian Signature (REQUIRED) _____</div><div>Date _____</div></div>																																																																

**Key**

- \* Weekly Minutes based on high school bell schedule.
- ⊗ For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10th credit. For four-year baccalaureate colleges, students who qualify for 0.60 FTE may only register for 9 credits.
- A student enrolled in both high school and skill center classes and claimed for more than a combined 1.0 FTE qualifies for 0.20 Running Start FTE. When a student is enrolled in both the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.
- Δ For the fall college quarter and students enrolled in a high school with a trimester schedule, use the student's first trimester schedule. For the winter college quarter and students enrolled in a high school with a semester schedule, use the student's second semester schedule.
- Available for meeting district, charter school, or tribal compact school's graduation requirements only (WAC 392-169-055(4)).

**PURPOSE:** The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

**FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS:** Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except in limited cases for December and January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student's combined high school and skill center enrollment is less than 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

**EXCEPTIONS WHEN STUDENT'S MONTHLY FTE CAN EXCEED 1.20:** For high schools on a trimester calendar, when the high school second trimester and the college fall quarter overlaps in December, a Running Start student can be claimed for more than a 1.20 FTE for the month of December only. When planning for the fall college quarter, counselors should use the first trimester to determine the available FTE for fall quarter.

For high schools on a semester calendar, when the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for the month of January only. When planning for the winter college quarter, counselors should use the second semester to determine the available FTE for winter quarter.

When a student who is claimed for more than a 1.20 FTE in either the month of December or January for the reasons above, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information refer to the annual bulletin regarding the 1.20 Running Start FTE limitation.

**FERPA STATEMENT:** The Family Educational Rights and Privacy Act of 1974 provides that FERPA rights transfer from the parent to a student who is at least 18 and/or who has enrolled in a college, even while still enrolled in high school. Students 18 and older and/or who have enrolled at a college must give permission in writing to the college in which they have enrolled in Running Start classes for another individual to speak to the college staff about their Running Start academic records, which could include grades, billing, attendance, and registration records.

### **INSTRUCTIONS FOR COMPLETING THE RSEVF**

**STUDENT SECTION:** The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know their college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

### **HIGH SCHOOL COUNSELOR & RUNNING START ADVISOR/REP SECTION:**

The high school counselor and Running Start advisor or representative complete this section.

**Free and Reduced-Price Lunch (FRPL) Status:** The high school counselor would check the appropriate box indicating if the student is currently eligible for FRPL or had been FRPL eligible any time in the past five school years. The counselor will initial – certifying the accuracy of this statement and the parent/guardian will provide their signature and date when the answer is "Yes." This data is now required as part of RCW 28A.600.310. If districts choose not to use this form, they will need to develop another tool to share this information with their partner colleges.

**School Year:** Indicate the school year during which courses will be taken.

**College Term:** Select the college term that the student will be enrolling in. For colleges on a quarter calendar, indicate which quarter – Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester – 1st or 2nd.

**High School and School District:** Fill in the student's primary high school and resident school district. If the student is enrolled in a charter school or tribal compact school, leave "School District" field blank.

**Grade Level:** Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to only taking Running Start classes that will fulfill the student's district, charter school, or tribal compact school's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th or 12th grade year.

**Determining the Student's High School FTE:** FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. One thousand, six hundred and sixty five (1,665) weekly minutes equal 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or business administration office for the exact weekly minutes and the FTE for each class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

**Determining the Student's Available Running Start FTE:** Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

**Recommended Running Start Classes:** The student, with the help of the high school counselor and Running Start advisor or representative, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

**Signatures of High School Counselor and Running Start Advisor or Representative:** Both the high school counselor and Running Start advisor/representative should review the form for accuracy, enter their printed name, date, phone number, and signature.

**STUDENT & PARENT/GUARDIAN SECTION:** The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form. Students 18 and older are not required to provide a parent signature.

**DISTRIBUTION OF RSEVF AND RECORDS RETENTION:** Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and their parent or guardian.



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## Running Start Fee Waiver Application

The Running Start Fee Waiver program is available for eligible Running Start students for the purpose of waiving applicable fees. Students must meet one of the criteria below to be eligible. Please check the box which applies to you, provide appropriate documentation, and submit your completed application to Running Start. Eligibility is valid for the duration of the student's enrollment in Running Start at Renton Technical College but is not retroactive for previous quarters.

- ☐ I am eligible for the free and reduced-price meals program in my school district, or have been eligible within the last 5 years. Attach a copy of your school district verification letter of free and reduced-price meal eligibility.
- ☐ I am currently receiving state or federal public assistance. Attach documentation verifying your eligibility for public assistance such as: Apple Health, TANF, Basic Food, etc. (your name must appear on the documentation provided).
- ☐ I am a foster youth or qualify for McKinney-Vento services. Attach a signed statement on official letterhead from your caseworker, foster care liaison, or counselor verifying your status.
- ☐ My family/household income is equal to or less than 200 percent of the annual U.S. federal poverty guidelines. Attach a copy of pages 1 and 2 of your parent'(s)/guardian'(s) 2018 tax return (your name must appear on the documentation provided).

2019 Poverty Guidelines ( <a href="https://aspe.hhs.gov/poverty-guidelines">https://aspe.hhs.gov/poverty-guidelines</a> )	
Family/Household Size	Gross Income
1	\$24,980
2	\$33,820
3	\$42,660
4	\$51,500
For each additional person add	\$8,840

### Student Responsibility Agreement

I acknowledge that:

- The fee waiver only covers course fees, application fee, building fees, transportation & safety fees, and tuition for college-level classes beyond credits allowed per my Running Start Enrollment Verification Form.
- I am responsible for costs associated with textbooks, course materials and supplies, transportation, as well as tuition and fees, textbooks, and supplies for below 100-level classes.

Student Name \_\_\_\_\_

Renton Technical College SID Number \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only:** Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Processed/SMS updated by: \_\_\_\_\_

Date: \_\_\_\_\_





RENTON  
TECHNICAL  
COLLEGE

### CONSENT TO RELEASE CONFIDENTIAL INFORMATION - Optional

Renton Technical College follows federal guidelines concerning access to student records and student privacy rights. Federal law is designed to protect the privacy of education records, the Family Educational Rights and Privacy Act (FERPA). It also provides guidelines for appropriately using and releasing student education records. As a post-secondary institution, Renton Technical College views all students as emancipated adults and regardless of age does not disclose personal information without a completed Permission to Release Education Record form.

*This form grants the Running Start office at Renton Technical College the ability to release information regarding your grades, schedule, academic progress, transcript, and financial account with those listed below. We will only be able to release information to people you list.*

To: Running Start Office  
Renton Technical College

RE: \_\_\_\_\_  
Student Name (Please print clearly)                      RTC Student ID Number

\_\_\_\_\_  
High School

I hereby give permission for the Running Start Office at Renton Technical College to release information regarding my grades, schedule, account, and academic progress to the following people:

\_\_\_\_\_  
Name                      Relationship

\_\_\_\_\_  
Name                      Relationship

\_\_\_\_\_  
Student Signature                      Date