



BTC Running Start Contract 20__ - 20__

Student First and Last Name

BTC Student ID Number

Student Email Address

Student Phone Number

Street Address, City, State, and Zip

Projected High School Graduation Year

Parent/Guardian First and Last Name

Parent/Guardian Phone Number

Parent/Guardian Email Address

High School/School District Name

Please confirm that you have read and understand each item below by initialing next to each item:

_____ I have applied to Bellingham Technical College.

_____ I have taken the ACCUPLACER test and/or submitted transcripts/test scores.

_____ I understand that Running Start eligibility is determined by my public high school or school district.

- **A student may generally participate in Running Start for a maximum of six quarters** beginning fall of their 11th grade academic year and terminating at the end of their 12th grade academic year. A student may begin Running Start at any point on or after the fall of his/her 11th grade academic year. Unused quarters do not accumulate and **Running Start does not fund summer quarter**. Homeschool and private school students must enroll in their local school district and ask them to determine grade placement. Running Start funding is based on high school enrollment minutes and may fund up to 15 college credits per quarter (unless eligible for Tuition Fee Waiver). Running Start does not cover any other costs besides tuition.

_____ I understand that I am responsible for the expenses listed below. I also understand all payments are due by the published date listed on the college calendar located at btc.edu (fall quarter tuition exception – see btc.edu).

- **All non-tuition costs such as class and program fees, supplies, transportation, meals, and books**
- Tuition for credits that exceed my quarterly credit eligibility (unless Tuition-Fee Waiver eligible)
- Full tuition for any course below 100 level
- Full tuition for classes not eligible for college credit (non-credited, non-graded, self-support, etc.)
- Note: A Running Start Tuition Fee Waiver is available for students who demonstrate eligibility for free/reduced meal program at their high school and/or public assistance from a state or federal program (such as Medical, TANF, or Basic Food benefits). Foster youth are also eligible for the Running Start Tuition Fee Waiver.

_____ I understand that BTC offers financial support in the form of the following programs, applications on www.btc.edu:

- Textbook Loan Program
- Bus Pass Assistance
- Foundation Scholarship
- Tuition Fee Waiver (for students who qualify)
- Financial Assistance Request (to assist Tuition Fee Waiver eligible students with class and program fees)

_____ I understand that before I can register for classes each quarter, I **must** submit a completed and signed *Running Start Enrollment Verification Form* to the High School Relations Manager **in person** for review and registration assistance.

_____ I will regularly attend my classes. Bellingham Technical College requires regular attendance. I may be dropped from a course without notice if I fail to attend or contact instructor by the second day of class.

_____ I understand I must maintain at least a cumulative 2.0 GPA to remain in good academic standing at Bellingham Technical College. Furthermore, I understand that all classes taken at Bellingham Technical College will become part of my permanent academic record.

- **If a student wants to drop a class, they are responsible for withdrawing by the deadline listed on the college calendar.** If a student withdraws after the deadline, a "W" grade will appear on the student's permanent college transcript and no credit is earned. Additionally, should a student stop attending class, but not officially withdraw from that class, they will receive a failing grade on their permanent college transcript.

_____ It is my responsibility to set-up/check my BTC email and respond, where appropriate, in a timely manner.

_____ I understand that once I register for classes, important college communications will be sent to my BTC students email and not likely to my personal email or a parent's email.

_____ I understand that I must complete all required forms myself. I understand that my parents, guardians or any other person *may not* make changes to my schedule (See FERPA information below).

_____ I understand that I am responsible for meeting all high school graduation requirements and for determining how to meet general college and program-specific requirements at Bellingham Technical College. However, support is available from my high school counselor and the Running Start Advisor at Bellingham Technical College.

_____ I will abide by the Bellingham Technical College Campus Code of Conduct (www.btc.edu/StudentConduct).

_____ I have read and I am aware of the Federal Educational Rights and Privacy Act (See FERPA information below). **Additionally, my parent/guardian gives me permission to participate in courses and college activities including photos/videos/interviews for BTC marketing purposes, labs, field trips, and internships.**

Student Signature

Date

Parent/Guardian Signature

Date

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RELEASE

Only students have access to their college grades and records. To obtain student grades or records, parents/guardians should work in cooperation with their student to complete this FERPA Release to have access to their student's permanent academic records. **Additionally, in accordance with FERPA, instructors are not able to notify parents/guardians when a student is failing or not attending a class. FERPA pertains to the release of records only. It does not give others the right to act on your behalf or to change your records.**

I, _____ (Student's name), authorize Bellingham Technical College to release educational records to the person(s) listed below (Please print full name):

1. _____
2. _____
3. _____
4. _____

Please initial next to type of educational records you allow the person(s) listed above granted access to:

_____ Academic/Transcript Records (Examples: GPA, schedule information, assessment test scores)

_____ Student Account Records (Examples: Amount due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information for balances owing)

_____ Instructor/Classroom Records (Examples: Attendance records, progress reports - Note: Instructors are not required to have conversations about academic progress with anyone other than the student)

_____ Financial Aid Records (Examples: Status of file, awards and distribution of funds information, income information, Satisfactory Academic Progress status)

_____ Other (Please specify) _____

Although I understand I am not required to sign this document to release this information, I am giving my consent to Bellingham Technical College to disclose these records as listed above. I also understand that this release remains in effect for two years from today's date, unless I revoke my consent in writing and deliver it to Registration at Bellingham Technical College.

Signature of Student

BTC Student ID Number

Date