Running Start Program Contract

This contract contains important information about the Running Start program at Cascadia College. Return the completed contract and paperwork by emailing them as attachments to runningstart@cascadia.edu.

Important: You and a parent/guardian must sign this form prior to submitting it to the Running Start office. Missing signatures or incomplete forms will delay processing of your paperwork.

Fill out student information below:

- Last Name: _____
- First Name: _____
- Date of Birth: _____
- ctcLink Student ID (last 4 digits only): _____
- Student Personal Email (not school assigned): _____
- Student Phone Number: _____
- Public High School: _____
- School District: _____
- Expected Graduation Year: _____
- Indicate which quarter you are applying for: □ **Spring**   □ **Fall**   □ **Summer**   □ **Winter**

Running Start Admission Steps:

Step 1. Apply online for admission to Cascadia. Check your email (including spam/junk folder)! You will receive your ctcLink student ID number in an email from Cascadia Admissions. Receipt of a ctcLink student ID number does not confirm admission to Running Start. ***Important: Ensure you complete all Running Start admission steps.***

Step 2. Establish English placement. English placement can be met in various ways. Please read about placement options on our Placement webpage.

Step 3. Submit this contract and your English placement to the Running Start Office by the application deadline. Email the contract (signed by you and your parent/guardian) as an attachment to runningstart@cascadia.edu.

Step 4. Check your email (including spam/junk folder). You will receive an email response

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from the Running Start office within 5 business days. Completed applications will receive an email with the subject line "Welcome to Running Start". If your application is incomplete, your email will prompt you to submit missing application materials. **You are responsible for making sure that your admission to Running Start is complete by the application deadline.** *Important: Add our email address to your contacts so you don't miss an email from runningstart@cascadia.edu.*

Step 5. [Sign-up for CORE](#) (Cascadia Orientation and Registration Experience) to register for classes. You cannot attend CORE until after you receive your "Welcome to Running Start" email. In your welcome email will be a link to sign up to attend CORE. Attending CORE soon after your admission will increase the likelihood of a schedule that best meets your needs.

Step 6. Meet with your High School counselor & submit your [Enrollment Verification Form](#) (EVF). You receive tuition-free college credits based on the number of minutes you attend your public high school. You, your parent/guardian and your high school counselor must sign the EVF. *Important: Each quarter, you must submit a new EVF.* Allow 2-3 business days for the Running Start office to process the EVF. You may register for classes prior to submitting your EVF.

Step 7. Establish your Washington state residency. To ensure that you are charged the correct tuition/fee rate, please complete the Residency Status Waiver. Contact enrollment@cascadia.edu if you have any questions about your residency status.

Step 8. Pay tuition (if applicable) and/or fees by the quarterly tuition deadline. *Important: Understand your financial responsibility. You risk being dropped from classes for non-payment. Running Start students are responsible for the following costs:*

- Tuition for any class that is below-100 (college) level.
- Any class taken during the Pre-Fall session.
- Any credits above the number of credits covered by the school district.
- Books and any transportation/parking costs.
- [Class fees](#).

Students eligible for Free/Reduced lunch are eligible for a fee-waiver. High School Counselors will note fee-waiver eligibility on the Enrollment Verification Form (EVF). *Important: "Consumable fees" (studio art, lab fees) are not waived and are the responsibility of the student.*

Other important information for Running Start students:

- **Make sure you meet your high school graduation requirements**. Confirm your high school graduation requirements with your high school counselor. Cascadia academic advisors are available to help with transfer planning to 4-year schools. Be proactive in planning your college education.
- **Carefully plan your schedule**. Make sure your Cascadia schedule fits into your other responsibilities. Faculty will expect you to attend class and to meet frequent

deadlines. Cascadia's Spring Break may not be the same dates as your high school's Spring Break.

- **Cascadia is an adult learning environment, with a diversity of viewpoints**. Information about student rights and responsibilities is in the Cascadia [student handbook](#).
- **Field trips**. Your signature and your parent/guardian's signature below give permission for you to fully participate in courses and college activities including labs and field trips.
- **Auditing classes**. Running Start students are **not** allowed to audit any classes.
- **It is your responsibility to drop or withdraw from classes by college deadlines**. Failing grades become part of your high school and permanent college transcript.
- **The Family Educational Rights and Privacy Act (FERPA) protects the privacy of college student records**. Parents/guardians will not have access to student records unless the student presents a signed [Release of Information Form](#) with photo identification to the Kodiak Corner front counter.
- **Accommodations for IEP or 504**. Accommodations from an IEP or 504 Plan do not directly transfer over to Cascadia College. Students must engage in an interactive process with [Student Accessibility Services (SAS)](#) to determine what accommodations they are eligible for. Please contact SAS at accessibility@cascadia.edu to schedule a meeting with the Director of Accessibility & Student Support Services.

I have read and agree to the Cascadia Running Start Contract.

X_____
Student Signature & Date

X_____
Parent/Guardian Signature & Date

Cascadia does not discriminate based on, but not limited to: race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment, and is prohibited from discrimination by college policy and state and federal law.

For more information visit www.cascadia.edu/ND