



Running Start Program Contract

This contract contains important information about Running Start at Cascadia College. Return the completed contract by uploading your document to our online [Running Start Portal](#). If you have questions/issues, please email us at runningstart@cascadia.edu.

****Important: You and a parent/guardian must sign this form. Missing signatures or incomplete forms will delay processing of your paperwork.***

Fill out student information below:

- First Name: _____
- Last 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**

By completing this contract, you acknowledge and accept responsibility for the following:

- **Meeting High School Graduation Requirements**
Confirm your high school graduation requirements with your high school counselor and ensure courses you select support your on-time high school graduation.
- **Understanding your Financial Responsibilities**
Running Start covers tuition for eligible credits, but you are responsible for any remaining fees, textbooks, and supplies, as well as for tuition charges that exceed your funding limits and tuition for courses under 100-level.
- **Monitoring your Cascadia College Office 365/Outlook email account**
All official communication, including when Running Start documents are processed, will be sent to your Cascadia College student email account.

- **Technology and online learning expectations**
Ensure reliable access to technology and participate in online assignments. Students can use campus computers or borrow laptops from our [Computing Services Office](#).
- **Code of Conduct Compliance & Student Rights**
You must always follow [Cascadia's Student Code of Conduct](#). Violations may result in disciplinary action and could affect your Running Start status.
- **Registering for courses on time and without conflicts**
Register for courses by published deadlines ([Enrollment Calendar](#)) and create a schedule that fits your academic, personal, and high school commitments. Faculty expects every student to attend class and meet frequent deadlines.
- **Learning in an adult learning environment**
Cascadia College is an adult learning environment that includes diverse perspectives and mature content. You are expected to participate in discussions and assignments.
- **Participating in labs and field trips**
Your signature and your parent/guardian's signature below permit you to fully participate in courses and college activities, including labs and field trips.
- **Managing Academic Standing**
Failing grades become part of your high school and permanent college transcript. Take advantage of our [Bock Learning Center](#) and [talk to an Academic Advisor](#).
- **The Family Educational Rights and Privacy Act (FERPA) protects student records**
Parents/guardians will not have access to student records unless the student presents a signed [Release of Information Form](#) with photo ID to Enrollment Services.
- **Accommodation(s) from IEP or 504**
Students must apply with [Student Accessibility Services \(SAS\)](#) to determine what accommodations they are eligible for at the college-level.
- **Auditing classes**
Running Start students are **not** permitted to audit any classes.

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

X

X

Student Signature & Date

Parent/Guardian Signature & Date (if student is under 18 years of age)

Cascadia College is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate based on 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. Cascadia is prohibited from discrimination by college policy and state and federal law. For more information, visit www.cascadia.edu/non-discrimination.

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