**Clover Park Technical College Running Start**

**Verification of Eligibility for Student Tuition Waiver Procedure**

Running Start students attending Technical and Community Colleges are required to pay college tuition for credits over 15 during Fall, Winter, and Spring quarters. In the case of students who qualify for a Student Tuition Waiver, the tuition costs of going over 15 credits will be waived.

**To Qualify:**

The Student Tuition Wavier is available to students who are eligible in one of the following ways:

* Student’s family receives public assistance (SSI, TANF, QUEST cards, Washington State medical coupons).
* Student is eligible to receive free or reduced lunch at their school.
* Student is a foster youth

**Steps to Apply for Student Tuition Waiver:**

1. Complete ***Clover Park Technical College Running Start Verification of Eligibility for Student Tuition Waiver*.**  The student will submit the form to the Running Start Counselor. The student will submit the form once each academic year (fall – spring) to be considered for the waiver.
	* The student will present documentation indicating that they are eligible to receive a tuition waiver (a letter verifying that they can qualify for free or reduced lunch, a medical coupon, QUEST card)
2. The Running Start Counselor will review your waiver. If your waiver is approved you will receive confirmation through your CPTC email.

If you have any questions, please contact:

 Kevin Kildun, M.A. Ed.

 Counselor/Running Start

 Kevin.Kildun@cptc.edu

 253.589.5701

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Running Start students attending Technical and Community Colleges are required to pay college tuition for credits over 15 during Fall, Winter, and Spring quarters. In the case of students who qualify for a Student Tuition Waiver, the tuition costs of going over 15 credits will be waived.

**Running Start Students are still required to pay for course fees/testing. They are also required to pay for textbooks, kits and/or supplies.**

* Student’s family receives public assistance (SSI, TANF, QUEST cards, Washington State medical coupons).
* Student is eligible to receive free or reduced lunch at their school.
* Student is a foster youth

**To Be Completed by the Applicant**

This form and supporting documentation must be completed by Tuition and Fee due date.

(See due dates for each quarter)

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that (1) I am a Running Start student at Clover Park Technical College, (2) I am a low income student based on the criteria above, (3) and I understand that if I am granted a tuition waiver it is only valid for the current academic year. If I need a tuition waiver the following year, I will need to submit a new application. I certify that, to the best of my knowledge, all information on and/or accompanying this form is true and I consent to the release of my information to Clover Park Technical College by the agency below.

* Student’s family receives public assistance (SSI, TANF, QUEST,medical coupons)
* Student receives free or reduced lunch at their school district (letter from the school/district)
* Student is a foster youth

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**To Be Completed by Clover Park Technical College Running Start Office**

Date request was received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supporting documentation received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date student was notified of outcome: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_\_\_\_ Denied

\_\_\_\_\_\_fax\_\_\_\_\_email \_\_\_\_\_phone\_\_\_\_\_\_mail