



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 as an attachment 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 and/or incomplete forms will delay processing of your paperwork.

Fill out the Information Below

- Last name: _____
- First Name: _____
- Cascadia Student ID (last 4 digits only): _____
- Student Email: _____
- Public High School: _____
- Expected Graduation Year: _____
- Student Phone Number: _____
- Which quarter are you applying for (fall, winter, or spring?): _____

Important Running Start Application deadlines: Fall Quarter 2021 deadline: 8/19/21

Running Start admission steps:

1. **[Apply online](#) for admission to Cascadia.** Check your email (including spam/junk folder)! You will receive your student id number in an email from Enrollment Services. Receipt of a Cascadia student id number does not confirm admission to Running Start. **Important: Make sure you complete all Running Start admission steps.**
2. **Place into English 101 in one of the following ways:**
 - a. **[Accuplacer.](#)** Accuplacer testing is available at Cascadia's Kodiak Corner (email: enrollment@cascadia.edu). Cascadia will also accept English 101 placement established at another Washington State community college. We strongly recommend you take your Math placement test at the same time.
 - b. Submit an unofficial high school transcript showing a B or higher in the second semester of a **junior year** English class
 - c. Submit unofficial SAT scores with a 480 on the Evidence-Based Reading & Writing
 - d. Submit unofficial ACT scores with a 19 in Reading and in Writing
3. **Submit this contract and your English 101 placement to the Running Start Office by the application deadline.** Scan and email as an attachment to runningstart@cascadia.edu. You and your parent/guardian must sign this document.

4. Check your email (including spam/junk folder). Important: Add our email address to your contacts so you don't miss an email from runningstart@cascadia.edu.

You will receive an email response 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.**

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.

6. Meet with your High School counselor and 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 3 business days for the Running Start office to process the EVF. In your first quarter it is acceptable to register prior to submitting your EVF.

7. 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 or Summer Quarter.
- 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-wavier. High School Counselors will note fee-waiver eligibility on the Enrollment Verification Form (EVF). "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. It is important to 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](#).

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.

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

X

Student Signature & Date

X

Parent/Guardian Signature & Date

CASCADIA COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER AND/OR SEX, DISABILITY, NATIONAL ORIGIN, CITIZENSHIP STATUS, AGE, SEXUAL ORIENTATION, VETERAN'S STATUS, OR GENETIC INFORMATION. ALL CASCADIA MATERIALS ARE AVAILABLE IN ALTERNATIVE FORMATS AND CAN BE REQUESTED BY CONTACTING THE HUMAN RESOURCES OFFICE. TO REQUEST DISABILITY ACCOMMODATIONS FOR STUDENT EVENTS, PLEASE CONTACT DISABILITY SUPPORT SERVICES AT 425.352.8128 OR DISABILITIES@CASCADIA.EDU AT LEAST TEN DAYS PRIOR TO THE EVENT.

KP 7/2021