

## Running Start Fee Waiver Petition Instruction Guide

### Q. What form must the student provide?

A. The completed and signed Fee Waiver Petition Form. To locate the Fee Waiver Petition, go to the Running Start website and under 'Running Start Program Menu' choose "RS Forms & Quick Links".

### Q. Who is eligible for Fee Waiver?

A. Running Start student is considered low-income and eligible for a fee waiver upon proof that the student meets federal eligibility requirements for free or reduced-price school meals.

Acceptable documentation of low-income status may also include:

- Student has been deemed eligible for free or reduced-price lunches in the last five years
- Family income of equal to or less than 50 percent of the state median
- Family income less than 200 percent of the federal poverty level
- Student is receiving any state or federal assistance funds
- A youth in care

### Q. Which documents do I need submit to the Center for High School Programs Office to have my Fee Waiver Petition Reviewed?

A. We need **only one** of the following documents:

- Parents' 1040 tax return for the last year, showing the student as a dependent
- Free reduced lunch verification letter from your school district with your name listed
- DSHS benefit statement letter with your name listed
- Medical Card from public assistance ( )
- Foster Youth, letter from the student's case manager

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### Q. Fees and charges that are not covered by the Running Start Fee Waiver Petition?

- Consumable supplies and fees, textbooks, digital material, rented equipment
- Below college level (100) classes
- Placement fees
- Cost of ordering BC official transcripts
- Meals in the college
- Transportation unless otherwise specified
- Any fines
- Laptops or other materials that are usually provided by high schools
- Internet
- Any other fees not listed in the students' ctcLink account under Student Financials

### Q. What about transportation?

- A. Each quarter fee waiver students can receive a free parking pass as part of your fee waiver eligibility. You will be contacted each quarter via your Bellevue College email by the Center for High School Programs Office regarding your parking pass.

**Note:** You must be registered for a class to be able to get a Parking Permit. Students who purchase a parking permit before they are processed for the fee waiver will not receive a refund for the purchased pass.

As a student at BC, make sure you check your email at least a few times a week until you exit the college.

### Q. How do I check if my Fee Waiver has been processed and what fees are left on my account?

- A. It can take up to 5 business days to review and process the fee waiver request. When your fee waiver has been processed our office will send you an email on your BC email. To view your quarterly schedule and receipt for balances due, explore our tutorials <https://www.bellevuecollege.edu/ctclink/students/training/>