

# OLSBC Application Checklist

Occupational & Life Skills Bellevue College (OLSBC) is a fully synchronous, **in-person program** offering with daily classes in a set schedule.

Students interested in applying for OLSBC Online, please complete the OLSBC Online program application.

**Please submit the following application materials by the application deadline:**

Priority Admissions - February 1

Regular Admissions - April 1

Late Admissions - July 1

**OLSBC On-Campus application**

**Application fee**

Your check or money order in the amount of \$60 should be made payable to OLSBC. Application fees may also be **paid online**.

**High School Transcripts**

Transcripts do **not** need to be official. Include college transcripts if applicable. Submit documents to [ols@bellevuecollege.edu](mailto:ols@bellevuecollege.edu).

**Educational Documentation (e.g., most recent Evaluation and/or IEP with IQ Scores)**

Evaluation documents must provide an IQ score of 70 or above, and academic levels in reading, writing, and math at a fourth grade level or higher. Submit documents to [ols@bellevuecollege.edu](mailto:ols@bellevuecollege.edu).

**Two Recommendation Forms**

Recommendation forms are to be completed by someone other than a family member. Please refer teachers, supervisors, managers, or specialists to:

[forms.bellevuecollege.edu/ols/recommendation-form/](https://forms.bellevuecollege.edu/ols/recommendation-form/) to complete Recommendation Forms.

**Submit application materials**

Either scan and email application materials to [ols@bellevuecollege.edu](mailto:ols@bellevuecollege.edu) (preferred), or mail to:

OLS Bellevue College

Attn: Admissions

3000 Landerholm Circle SE, N211

Bellevue, WA 98007



**BELLEVUE**  
COLLEGE

**Occupational  
& Life Skills**

# Financial Aid Information

FAFSA is available beginning Oct 1. It is recommended to apply as soon as possible. Completing all financial aid application steps by the fall quarter deadline ensures your file will be reviewed before the start of fall quarter.

For more information and to apply, visit: [bellevuecollege.edu/fa/](http://bellevuecollege.edu/fa/)

## Financial Aid Deadline for Fall Quarter: July 1

          
Initial I understand that OLSBC highly recommends I complete the financial aid application with my OLSBC application in order to ensure completion and tuition assistance before the fall quarter should I qualify.

### I understand that the Financial Aid Department:

          
Initial prioritizes the review of files for registered students first, so register as soon as possible.

          
Initial may request additional documentation to confirm eligibility.

          
Initial reviews applications in the order received/completed. Applications completed prior to the fall quarter deadline will be reviewed before the start of fall quarter.

### If I miss the financial aid deadline for Fall Quarter:

          
Initial I will be responsible to pay my own tuition, fees and books using my own funds.

          
Initial I may receive a tuition reimbursement for fall (based on your eligibility).

At this time, I (circle one) have / have not completed the FAFSA application.

### Students should confirm completion by:

- [Visiting the BC Financial Aid Portal](#) OR
- [Contacting the Financial Aid office directly](#)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# OLSBC Eligibility Criteria

## Academic Requirements:

- High School Completion
- 70+ IQ
- 4th grade or higher reading, writing and math levels

## Other Requirements:

Applicants must be able to:

- Independently regulate emotions to participate in classwork.
- Independently navigate a college campus and comply with Bellevue College code of Conduct.
- Plan transportation to arrive to campus and class on time.
- Plan transportation to/from campus and other local destinations as assigned.
- Manage e-mail correspondence.
- Sustain attention and initiate tasks with minimal prompting.

## Behavioral Expectations:

Applicants must have a history of meeting the behavioral and attendance expectations of past educational programs or employment.

These expectations include (but are not limited to) refraining from:

- Aggression (verbal or physical)
- Leaving class without permission (elopement)
- Refusing to follow reasonable instructions
- Bullying
- Harassment

## Desire to be a College Student:

Applicants must demonstrate a:

- Commitment to attend and participate in two 90-minute class sessions per day and dedicate an average of three hours to homework each week.
- Willingness to learn and actively participate in learning.

\_\_\_\_ I understand the OLSBC eligibility criteria.  
Initial

\_\_\_\_ I understand final admissions decisions are made at the discretion of the professional  
Initial judgment of the OLSBC Admissions Team.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



For OLSBC Staff Only  
Check#: \_\_\_\_\_  
Received: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Account: 2175-OLAPP

Application for Admission: Fall 2024 (On-Campus)

Date: \_\_\_\_\_

**Student Information**

Full Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street Address Apt/Unit # City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*MM/DD/YY*

Social Security Number (last 4 digits): \_\_\_\_\_ Gender: \_\_\_\_\_

Are you Hispanic /Latino? \_\_\_\_\_ What is your race? \_\_\_\_\_

Parent/Guardian Information: \_\_\_\_\_  
*First Name Last Name Phone Email*

**Education**

High School: \_\_\_\_\_ Did you graduate? Yes No Graduation Year: \_\_\_\_\_

College: \_\_\_\_\_ Did you graduate? Yes No Graduation Year: \_\_\_\_\_

**Employment/Volunteer History**

Company/Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Recommendation Form Contact Information**

Recommendation #1: \_\_\_\_\_  
*First Name Last Name Phone Email*

Recommendation #2: \_\_\_\_\_  
*First Name Last Name Phone Email*

## Student Questions

STUDENTS: Let's get to know you! Please answer the following questions about your goals and aspirations (minimum of 3 sentences for each question). Don't worry: there are no wrong answers.

**What academic and/or career goals do you aspire to achieve?**

**Describe how you think OLS Bellevue College will help you to achieve these goals.**

## Disclaimer and Signature

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office R130.

*I certify that my answers are true and complete to the best of my knowledge. I understand this application for admission is valid for one year.*

*I understand this application is valid for the on-campus program only.*

*I understand OLS Bellevue College allows prospective students to assess a maximum of three times, by invitation only.*

Have you attended an OLSBC Information Session?

How did you learn about OLSBC? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail your completed application materials and the \$60 non-refundable fee to:**  
OLS Bellevue College, Attn: Admissions, 3000 Landerholm Circle SE, N211, Bellevue, WA 98007

**In addition to mailing your application, please email a copy of all application materials to:**  
[ols@bellevuecollege.edu](mailto:ols@bellevuecollege.edu)



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