



## Community Education – Existing Course Schedule Request

Bellevue College Community Education provides personal enrichment classes to adults in the Greater Eastside area. Bellevue College is a vaccinated campus and all instructors will be required to provide proof of vaccination status. Instructors will also be subject to a background check prior to hiring. There is no limit to the number of proposals that may be submitted, but each proposal must be submitted separately using this form. All proposals must be submitted via email. No scanned or hard copy proposals will be accepted. No other submission method will be considered. Please answer all questions, save the document and then email your proposal to: [ce-programs@bellevuecollege.edu](mailto:ce-programs@bellevuecollege.edu).

If your proposal is accepted, you will be notified via email. Instructors who have not been employed by the college within the last year may be required to provide a resume and three references for review, interview with the director, pass a background check, and complete new employee paperwork.

Are you currently a Bellevue College Community Education Instructor?  Yes  No  
What was the last quarter you worked?

<b>Legal Name:</b>	_____			
	Last	First	Middle	
	_____			
<b>Address:</b>	_____			
	Street	City	State	Zip
<b>Phone:</b>	_____			
	Mobile	Home	Work	
<b>Email:</b>	_____			

### Proposal Deadlines

Completed proposal(s) must be submitted by noon on the date listed below. You will be notified via e-mail if your proposal is accepted. Community Education reserves the right to make the final decision regarding pricing, class size, duration and timeline of your class(es), as well as the course title, course description and location at which the class(es) takes place.

<b>Fall Quarter Due Date:</b>	May 15 <sup>th</sup>	<b>Spring Quarter Due:</b>	November 15 <sup>th</sup>
<b>Winter Quarter Due Date</b>	August 15 <sup>th</sup>	<b>Summer Quarter Due Date:</b>	February 15 <sup>th</sup>



**Incomplete proposals will not be considered. Please complete all questions fully.**

**Please select program:**

Arts & Design  Personal Enrichment  World Languages  Teens  TELOS (Retiree Program)

**Planned Year/Quarter:**

(Select at least one)

Summer  Fall  Winter  Spring

**Year:**

**Previously Submitted Course Title:**

**Please include any information that is specific to this course., e.g. list book if this is a Book Club course.**

**Instructor Availability: Please indicate when you are available to teach.**

Day(s) of Week  M  T  W  Th  F  S

Time  Mornings  Afternoons  Evenings

**Comments/Notes:**