



# Running Start Enrollment Verification Form

**Student**

Student Name: \_\_\_\_\_  
Last Name First Name MI

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ SSID#: \_\_\_\_\_

Responsible Parent/Guardian: \_\_\_\_\_

College: \_\_\_\_\_ College SID #: \_\_\_\_\_

Check if this is a revision

New Student

Returning Student

Student Enrolled in Multiple Colleges

Spring Quarter Eligibility Adjustment Form (SQEAF) attached

**High School Counselor/Running Start Advisor**

School Yr: \_\_\_\_\_ College Term:  College Quarter  College Semester  
Fall, Winter, Spring Qtr. / 1<sup>st</sup> or 2<sup>nd</sup> sem.

High School: \_\_\_\_\_ District: \_\_\_\_\_  
Available for meeting district graduation requirements only (WAC 392-169-055(4)).

Grade Level:  Junior  Senior  5<sup>th</sup> Yr Senior - \_\_\_\_\_

For the college term <sup>Δ</sup> above, the student will be enrolled in high school and skill center classes equaling \_\_\_\_\_ full-time equivalent (FTE).

Student may register for a maximum of \_\_\_\_\_ college credits, without incurring college tuition costs, based on the above stated high school/skill center FTE.

Comments: \_\_\_\_\_

Running Start Funding Limit Table			
Enrolled High School		Tuition-Free College Credit	
Weekly Minutes *	FTE	Max FTE	Max Credits
0 - 307	0.00 - 0.20	1.00	15
308 - 412	0.21 - 0.27	0.93	14
413 - 502	0.28 - 0.33	0.87	13
503 - 607	0.34 - 0.40	0.80	12
608 - 712	0.41 - 0.47	0.73	11
713 - 802	0.48 - 0.53	0.67	10
803 - 907	0.54 - 0.60	0.60	10 **
908 - 1,012	0.61 - 0.67	0.53	8
1,013 - 1,102	0.68 - 0.73	0.47	7
1,103 - 1,207	0.74 - 0.80	0.40	6
1,208 - 1,311	0.81 - 0.87	0.33	5
1,312 - 1,402	0.88 - 0.93	0.27	4
1,403 or more ***	0.94 or more ***	0.20	3

\* Weekly Minutes based on high school bell schedule.  
 \*\* For community and technical colleges only, students qualifying for 0.60 FTE college enrollment and registered for exactly 10 credits, will be granted a 1 credit waiver for the 10<sup>th</sup> credit.  
 \*\*\* A student enrolled in both high school and skill center classes and claimed for more than a combined 1.0 FTE qualifies for 0.20 Running Start FTE. When a student is enrolled in both the high school and skill center and taking less than 1.0 FTE, the standard Running Start calculation applies.  
 Δ For the winter college quarter and for students enrolled in a high school with a semester schedule, use the student's second semester schedule.

**Recommended Running Start Classes:**

College Course (Dept. & Number)	# of College Credits	=	High School Equivalency	# of HS Credits
		=		
		=		
		=		
		=		

Signature of High School Counselor	Date	Signature of College Running Start Advisor	Date
High School Counselor Printed Name	Phone Number	College Running Start Advisor Printed Name	Phone Number

**Student & Parent/Guardian**

I understand that:

- The student is responsible for understanding when his or her choice of schedule will result in tuition charges. If the student enrolls for more high school and college credits than are identified in the Running Start State Funding Limit Table, the student is responsible for:
  - 1) paying all college tuition and fees associated with exceeding the college credits identified in the table; or
  - 2) withdrawing from the excess college or high school course(s).
- The student is required to pay any class/lab fees charged for college classes.
- Enrollment in specific college classes cannot be guaranteed – even if the classes are needed to fulfill district high school graduation requirements.
- If the student begins Running Start in winter or spring term, eligibility for the previous term(s) that year is forfeited.
- To add/withdraw from a course, the student must complete the college Add/Drop process by the college deadline and notify the high school counselor.
- The student is responsible for ensuring that college courses completed as part of the Running Start program will meet high school graduation requirements.
- If the student plans to transfer, it is the student's responsibility to determine college admissions policies/deadlines and whether credits will transfer.
- The student gives permission for college staff to release his/her grades to the high school and to discuss various aspects of his/her program participation with the high school/district officials.

I acknowledge that I have read, understand, and will comply with the conditions of Running Start participation and the expectations of college course enrollment.

Student Signature (REQUIRED)	Date	Parent/Guardian Signature (REQUIRED)	Date
------------------------------	------	--------------------------------------	------

## COMPLETING THE RUNNING START ENROLLMENT VERIFICATION FORM (RSEVF)

**PURPOSE:** The RSEVF ensures that a student's monthly enrollment does not exceed the allowable combined 1.20 full-time equivalent (FTE) limitation. This form provides the college the FTE available for Running Start enrollment, provides the high school with the enrolled colleges classes, and notifies the student and their parents/guardians if tuition charges will occur.

The RSEVF is required to be completed each college term for each student enrolling in college classes through the Running Start program, including home-based and private school students. Students attending more than one college for any college term are required to have a separate RSEVF for each college. When a student will be attending multiple colleges, the appropriate box in the upper right hand corner of the RSEVF must be checked.

If the student's high school or college enrollment changes during the college term, a revised RSEVF must be completed and the appropriate box in the upper right hand corner of the RSEVF must be checked.

**FTE AND ANNUAL AVERAGE FTE (AAFTE) LIMITATIONS:** Running Start students may not be claimed for a combined high school and college enrollment that exceeds 1.20 FTE for any month except January. Neither the high school nor college enrollment can individually exceed 1.00 FTE, except for students enrolled in a high school and skill center.

When a student is enrolled in both a high school and a skill center and claimed for more than a combined 1.0 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student is enrolled in both the high school and skill center and taking less than a 1.0 FTE, the standard Running Start calculation applies.

This 1.20 FTE limitation applies to the annual average FTE (AAFTE), where a Running Start student may not be claimed for a combined high school and college enrollment that exceeds 1.20 AAFTE for the school year. High school and skill center AAFTE is the 10-month average of the FTE reported for the months September through June. Running Start AAFTE is the 9-month average of the FTE reported for the months October through June.

Students that exceed the 1.20 FTE or AAFTE may be charged tuition by the college for the credits in excess of this limitation.

When the high school first semester and the college winter quarter overlaps in January, a Running Start student can be claimed for more than a 1.20 FTE for that month only. When planning for the winter quarter and the high school has a semester calendar, counselors should use the second semester to determine the available FTE for winter quarter. When this overlap occurs, the student may be subject to a reduced FTE or to paying tuition for the spring college quarter, if the 1.20 AAFTE would be exceeded. Completion of the Spring Quarter Eligibility Adjustment Form (SQEAF) will identify students at risk of exceeding the 1.20 AAFTE and will calculate the reduced available FTE for the spring quarter. For students whose spring quarter available FTE is reduced, a completed SQEAF must be attached to the spring quarter RSEVF and the appropriate box in the upper right hand corner of the RSEVF must be checked. Students attending more than one college for the spring quarter must have the SQEAF attached to each college's RSEVF.

For more information on the 1.20 Running Start FTE limitation, refer to Bulletin No. 037-15. An updated bulletin for the 2016-17 school year will be available in the summer of 2016.

### INSTRUCTIONS FOR COMPLETING THE RSEVF

**STUDENT SECTION:** The RSEVF begins with the student completing the first section of the form. Students who are under the age of 18 at the beginning of the college term, must provide their parent/guardian information. The student's high school student identification number (SSID) is available at the high school guidance office. If the student does not know his/her college student identification number (SID), refer to earlier completed RSEVFs. If the student is new to the program, the college SID is available on the processed college application.

**HIGH SCHOOL COUNSELOR/RUNNING START ADVISOR SECTION:** The high school counselor and Running Start advisor complete this section.

**School Year:** Indicate the school year.

**College Term:** Select the college term that the student will be enrolling. For colleges on a quarter calendar, indicate which quarter – Fall, Winter, or Spring. For colleges on a semester calendar, indicate which semester – 1st and 2nd.

**High School and School District:** Fill in the student's primary high school and resident school district.

**Grade Level:** Indicate the student's grade level. Students in 11th and 12th grade are eligible to enroll in a Running Start program. Fifth year seniors are limited to take Running Start classes that will fulfill the district's graduation requirements only, pursuant to WAC 392-169-055(4) and must have participated in Running Start during their 11th and 12th grade year.

**Determining the Student's High School FTE:** FTE in high school and skill center classes is calculated based on a class's weekly enrolled minutes and eligible passing time. Fifteen hundred weekly minutes equals 1.0 FTE. Refer to the high school and skill center master bell schedule available at the registrar or school district business office for the exact weekly minutes and the FTE for each high school class. Add the FTE for each enrolled class to determine the student's total high school and skill center FTE.

**Determining the Student's Available Running Start FTE:** Running Start FTE is based on the enrolled college credits. Fifteen college credits equal 1.0 FTE. Use the Running Start Funding Limit Table on the front page to determine a student's available Running Start FTE. Find the row with the student's high school and skill center FTE. Refer to the Max FTE column to determine a student's maximum Running Start FTE. The Max Credits column converts the maximum Running Start FTE to Running Start credits.

**Recommended Running Start Classes:** The student, with the help of the high school counselor and Running Start advisor, should fill out the requested college courses. The high school equivalency portion of the table can be completed by the student if an official high school list of equivalencies is available. Otherwise, this section is completed by the high school counselor.

**Signatures of High School Counselor and Running Start Advisor:** Both the high school counselor and Running Start advisor should review the form for accuracy, enter his/her printed name, date, phone number, and signature.

**STUDENT & PARENT/GUARDIAN SECTION:** The student and parents should review the completed form for accuracy and understanding, then sign and date the acknowledgement at the bottom of the form.

**DISTRIBUTION OF RSEVF AND RECORDS RETENTION:** Copies of the completed form should be retained by both the high school and college. The original form is kept by the student and his/her parent or guardian.