

Enroll in College



Start here.

1. ATTEND an INFO SESSION

Learn what to do to become a TCC student.

tacomacc.edu/outreach

2. APPLY

TCC's application is free and online!

tacomacc.edu/apply

3. CONNECT

Set up your MyTCC portal and ctcLink.

my.tacomacc.edu

4. FIND ways to pay for college

Apply for financial aid and scholarships.

tacomacc.edu/costsandaid

5. ASSESS your skills

Options to assess your skills in English and math. Call 253.566.5093 or visit

tacomacc.edu/assessyourskills

6. GET ORIENTED

Learn how to enroll for classes at TCC.

tacomacc.edu/getoriented

7. PAY your tuition

Find out and remember when tuition is due. tacomacc.edu/academiccalendar

Admission to TCC

The college has an open-door admission policy, which reflects its commitment to access to higher education. Consistent with its open-door policy, TCC practices equal opportunity in its educational programs. Admission decisions are not based on race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled veteran.

New Student Admission

New student admission is a simple process. Submit an online admissions application at least 30 days prior to the quarter in which you want to begin.

Admission to TCC is available to:

- Individuals who are high school graduates, or at least 18 years of age, or have obtained a GED.
- Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs.
- Other applicants, age 16-18, must obtain written releases from the principal of the high school they last attended. Admission of these applicants will be considered on a case-by-case basis.

Readmitting Students

- Students who have attended TCC within the past year may re-apply verbally over the phone.
- Students who attended more than a year ago will need to contact the Enrollment Services Office to be activated for the appropriate quarter of re-entry.

Students will be advised to update their biographic information in the ctcLink Student Center. If their program of study has changed from when they previously attended, a "Request for Program Plan Change" form must be completed and turned into Enrollment Services, Bldg. 7.

Attended Another College

If you attended another college, mail or bring in your official college transcript(s) to the Enrollment Services Office (TCC, 6501 S. 19th St., Tacoma WA 98466) for a transcript evaluation. Evaluations usually take up to three months after admission to the college.

Once completed, you can review your transfer-in credits in your ctcLink Student Center. You can also obtain a copy of your transfer-in credits at Enrollment Services, Bldg. 7 (picture ID required).

After reviewing your transfer-in credits, email credeval@tacomacc.edu if you have questions. You do not have to wait for your transcript to be evaluated before you meet with an advisor. Bring your unofficial transcript to your advising appointment.

Basic Education for Adults (BEaA)

The Basic Education for Adults department offers a variety of courses and programs designed to help individuals who wish to prepare for entry into a college or career pathway and/or improve their basic reading, writing, math, English language, and employment skills. Programs are designed for adults 18 years of age or older. Youth, ages 16-18, must obtain a high school release to be eligible for participation.

Tuition for the BEaA program is \$25 each quarter. Some courses may also have additional material fees. Partial tuition assistance is available for qualified low-income individuals.

For more information about placement testing, class location and registration, call 253-566-5144. Refer to the Transitional Studies catalog section for additional program details.

Fresh Start Admissions

Fresh Start is a re-engagement program for youth ages 16-21 years who want to earn a high school diploma or associate degree at Tacoma Community College. Interested students should call 253-566-5086 or visit tacomacc.edu/help/earn-high-school-diploma.

International Student Admissions

TCC welcomes international students from more than 30 countries around the world. Whether you're entering college for the first time, seeking specific skills for a career path, or upgrading your expertise to compete in today's marketplace, TCC is a great place to learn and grow.

To apply to TCC, simply log on to the online application at tacomacc.edu/costs-admission/admission-process/international/admissionprocessinternational.

Transfer Students – if you are currently studying at a different U.S. college or university you are required to submit a transfer form after it has been signed by the International Advisor at your current institution.

For more information call 253-566-5190.

Career Training Program Admissions

Admission to a particular TCC career training program is dependent on individual qualifications and the availability of space in the desired program. New TCC students must complete college applications and, if applicable, specific program applications. For program specific information, contact the program chair identified for each program in the career training section of the catalog.

Admission to TCC

Running Start Admissions

Running Start is a partnership between the Washington State community college system and Washington's public school districts through which eligible high school juniors and seniors may enroll in TCC courses tuition free (other costs apply).

College credits earned through Running Start apply toward high school graduation and satisfy college requirements (within guidelines of the program). To be eligible for Running Start, students must have college-level English skills. For more information, interested students should contact the TCC Running Start program at 253-566-6061.

Integrated Basic Education and Skills Training (I-BEST) Admissions

I-BEST programs are offered for students who wish to improve their English language or basic skills while earning a college-level certificate or two-year degree. See pg. 142 for more information about I-BEST certificate programs. Call 253-566-5144 for enrollment information or stop by the Adult Basic Education office in Bldg. 7.

Residency

Residency is determined when students apply for admissions at Washington State community colleges and public universities based on revised code of Washington (RCW 28B.15.012-014). To be classified as a resident for tuition purposes, students must have established a bona fide domicile in Washington for 12 continuous months prior to the beginning of the quarter.

- Dependent students are required to have a parent or court appointed legal guardian who has maintained a domicile for 12 consecutive months
- Independent students must have a domicile for 12 consecutive months for purposes other than education
- U.S. citizens, permanent residents, HB 1079, DACA, E, H, and L visas (and others), and students Permanently Residing Under Color of Law (PRUCOL) must have a domicile for 12 consecutive months
- Applications to change residency status will be accepted up to the 30th calendar day following the first day of the instruction of the quarter for which application is made. Applications made after that date in any quarter shall be considered for the following quarter. If non-resident tuition was paid and the request was approved, the difference in tuition will be refunded.

ESTABLISHING A BONA FIDE DOMICILE

To establish a Washington domicile, students must provide documentation verifying they meet residency requirements; a variety of factors are considered and include the following:

- WA driver's license or state identification obtained 12 months prior to quarter
- WA vehicle registration if you use or own a vehicle registered 12 months prior to quarter

- WA voter registration with date registered
- Lease, rental agreement, home purchase verifying domicile in Washington for 12 consecutive months prior to quarter
- Copy of federal tax return/W2 or paystubs
- WA bank account established 12 months prior to quarter

The one year eligibility starts when a student completes the last action to establish a domicile (examples listed above). Students who enroll in six credits or more during their year of eligibility are presumed to have moved to Washington for primarily education purposes; therefore, they will need to overcome this presumption. The evidence provided must qualify the student as a resident prior to the first day of the quarter. The burden of proof is on the applicant.

NON-RESIDENT ELIGIBLE FOR WAIVER

U.S. citizens, permanent residents, and students who meet the exception to the definition of nonresident may qualify for the nonresident waiver tuition rate.

Military Personnel

VETERANS

- A veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more

Residency

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more

ACTIVE DUTY

Active duty military, Washington National Guard members, and their spouses and dependents qualify as residents for tuition purposes. The student's (or sponsor's) military orders and military ID must be submitted to Enrollment Services in Bldg. 7.

Eligibility for HB 1079

HB 1079 allows eligible undocumented students to pay in-state tuition at Washington state colleges and universities. To qualify for resident tuition status, students must complete the affidavit/declaration/certification if they have met the following conditions:

- Resided in Washington State for three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school; OR
- Completed the equivalent of a high school diploma and resided in Washington State for the three (3) years immediately before receiving the equivalent of the diploma; AND
- Continuously resided in the state since earning the high school diploma or its equivalent.

If the above criteria has been met, the student may complete the Washington Higher Education Residency Affidavit and submit document to Enrollment Services in Bldg. 7.

The Basic Education for Adults (BEA) department offers a high school completion program for students aged 21 and older. Undocumented students are welcome to participate in this program to earn a high school diploma. See page 142 for more information.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

On June 15, 2012, the Secretary of Homeland Security announced that individuals who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Deferred action does not provide lawful status.

DACA on its own does not qualify for in-state tuition. If a student has been approved for DACA, they will need to submit official documentation to Enrollment Services in Bldg. 7.

For additional residency information, please call 253-566-5108.

Your Academic Success

Tacoma Community College is committed to helping each student achieve his or her educational goals. The college's services include computerized basic skills assessment, new student orientation, and academic advising.

Assessment

In an effort to provide effective educational services for students, Tacoma Community College's entry skills assessment process helps identify each student's strengths and weaknesses in English and math. Assessment may include:

- basic skills testing (CASAS),
- review of SAT/ACT scores,
- translation of other placement scores,
- college transcript review,
- local high school articulation agreement,
- statewide Smarter Balanced Tests (SBAC)

The results are used for academic advising, course placement, and program placement.

Assessment is required for any student who plans to register for:

- Six or more credits
- English or math
- Courses with a math, reading or English prerequisite which the student has not satisfied
- A degree, certificate or transfer program
- The Running Start or Fresh Start programs

International students take an English language placement exam upon arrival and are required to demonstrate English proficiency before beginning college-level academic classes. Students whose English proficiency is not at college level take classes in TCC's English for Academic Purposes (EAP) program.

Your Academic Success

Naturalized or immigrant students might need to first take the CASAS or EAP test to determine appropriate placement.

Transfer students who have completed college-level math and English coursework with grades of 'C' or higher may substitute a transcript review for the assessment process. Unofficial transcripts may be used for this purpose.

Students with disabilities may request testing accommodations by contacting the Access Services Coordinator in Bldg. 7 at 253-460-4437.

MATH PLACEMENT OPTIONS

Recent high school graduates may be placed into math courses based on a combination of their high school math courses, grades and ACCUPLACER scores. This option only applies to students from the Tacoma School District, University Place School District, and the Peninsula School District who are entering TCC within one year of high school graduation and are taking their first TCC math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC in Bldg. 19 analyze the student's high school transcript as well as the student's assessment score to determine the best placement for eligible students.

TCC also accepts scores on some colleges' recognized placement tests when taken within the previous two years or less. In addition, TCC accepts the statewide Smarter Balance Test used by Washington's public four-year schools to establish readiness for college-level mathematics or placement based on the Bridge to College math class.

It is strongly advised that students prepare before taking the placement either by coming to a TCC ACCUPLACER workshop or using the online tools at tacomacc.edu/costs-admission/admission-process/course_placement/test_preparation.

Advising

Advising at TCC is integrated and student-centered. TCC encourages students to make appropriate choices based on their abilities, interests and values, and supports them in achieving their personal, academic and career goals.

Academic advisors assist new students with the planning and completion of class schedules consistent with their educational goals. Students are encouraged to meet with their academic advisors each quarter to track their educational progress. Once students have identified educational goals, developed plans for achieving their goals, and demonstrated progress, they are assigned faculty advisors.

NEW STUDENT ADVISING ORIENTATION (NSAO)

To encourage student success, entering students attend a New Student Advising Orientation (NSAO) session. At the orientation students are introduced to academic programs and services of the college and receive academic advising. Orientation also helps students build TCC connections with faculty, staff and fellow students.

All students are required to complete NSAO unless they have successfully completed college-level courses at other colleges. To sign up for the next available orientation, go to tacomacc.edu/getoriented.

Students who are taking all their TCC courses online, returning students who have been away for more than a year, and students who are transferring from another college may use the Online NSAO to save time. It is important to complete the form at the end of the Online NSAO to get an updated advisor assignment.

The Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment or on a drop-in basis. The Center also provides information on transfer requirements for students planning to pursue degrees at four-year colleges and universities. For more information call 253-566-6091.

Gig Harbor students may also call the Gig Harbor Campus at 253-460-2424 for advising information.

HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

Students who assess at the developmental level in English are required to enroll in Human Development 101 (HD 101) during their first TCC quarter. The HD 101 Student Success Seminar is recommended for all students.

HD courses help students explore college resources, set goals, make educational and career decisions, develop individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships. The courses are offered quarterly. Details are available at the Counseling and Advising Center, Bldg. 7.

Upon successful completion of Human Development (HD) courses, students will:

Your Academic Success

- Determine/identify their own capabilities, interests, and values
- Design their own educational, personal, social, or career action plan
- Explain how their own personal responsibility determines their success as a college student
- Locate, use, and evaluate information technology and other college resources
- Participate in the college community.
- Contribute to team projects
- Demonstrate an understanding of college culture

Dual Enrollment Program between the Univ. of Washington–Tacoma and Tacoma Community College

The Dual Enrollment program allows eligible Tacoma Community College students to take up to 25 credits at the University of Washington–Tacoma before submitting a complete application to UW Tacoma as a degree-seeking student. Current eligibility requirements include the completion of 15 transferable, college-level credits at TCC with a 2.75 GPA or higher and completion of a college-level English composition course with a grade of 2.0 or higher.

Prospective Dual Enrollment students should comply with UW Tacoma application deadlines for the quarters in which they intend to dually enroll, and those who enroll in the program will be responsible for payment of tuition and fees to both TCC and UW Tacoma based on each school's respective tuition rate.

Admission to the Dual Enrollment program does not guarantee admission to UW Tacoma as a degree-seeking student. Call 253-566-6091 for additional information.

Enrollment

Enrollment, also known as Registration, is the process of enrolling in classes each quarter. Detailed information and procedures for enrollment, as well as important dates and deadlines, are published at the college's website. Summer quarter and short courses have prorated deadlines.

NON-CREDIT COURSE ENROLLMENT

Students may enroll online, or by visiting Enrollment Services in Bldg. 7 on the Tacoma campus or the front desk at the Gig Harbor campus (253-460-2424).

NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students enroll for classes using the ctcLink Student Center. New students are required to attend a mandatory New Student Advising Orientation before enrolling. Students taking only online courses and students transferring college-level courses to TCC from another institution are exempt from orientation.

CURRENTLY ENROLLED STUDENTS

Students currently enrolled in credit courses register for the following quarter using the ctcLink Student Center. Enrollment appointments are determined by number of credits completed at TCC and/or transfer-in credits. If students have completed courses at other institutions, up to 60 credits of those courses can be counted when they have been transferred in through the official evaluation process. Priority enrollment is given to certain groups, such as veterans, as required by State law.

RETURNING STUDENTS

Students who have attended TCC within the past year may enroll online on the first day of enrollment for currently

enrolled students based on cumulative and transfer credit priority. Returning students who have not attended TCC within the past year may register on the first day of open enrollment.

PRIORITY ENROLLMENT POLICY

- Veterans and their spouses and dependents may enroll on the day prior to the first day of currently enrolled student registration, beginning at 6 a.m.
- Athletes, students using Access Services or Supplemental Instruction leaders and students participating in the CASA/MECA program may enroll on the first day of currently enrolled student registration beginning at 12 noon.
- All other currently enrolled students enroll by appointment beginning on the second day of currently enrolled student enrollment by cumulative and transfer credit priority.

LATE ENROLLMENT

Students who have been admitted may enroll through the 2nd instructional day of the quarter. From the 3rd instructional day through the 10th instructional day of the quarter, students may enroll with the written permission or email from their instructors.

After the 10th instructional day of the quarter, the student must submit a Late Add Petition to Enrollment services and is subject to a \$36.50 per class late add/reinstatement fee if approved. The exception of continuous enrollment or late-starting classes will only be considered for students who were in attendance of the class prior to the 10th day of the quarter. The petition process includes verification by the instructor of the student's first date of attendance.

Summer quarter, early/late starting, and short courses have pro-rated deadlines.

Schedule Changes

Students may make changes to their course schedule through the dates published on the Academic Calendar available online at: tacomacc.edu/academiccalendar. Summer quarter, early/late, and short courses have prorated deadlines.

TO ADD A CLASS

Students may drop a class through the 2nd instructional day of the quarter using their ctcLink Student Center. Beginning on the 3rd instructional day, an Add/Drop form with either the instructor's signature or an attached email from the instructor is required and must be submitted to Enrollment Services in Bldg. 7. Students may not add classes after the 10th instructional day of the quarter, with the exception of continuous enrollment or late-starting classes.

TO DROP A CLASS

Students may drop a class through the 10th instructional day of the quarter through their ctcLink Student Center. These classes will not appear on the student's transcript. Beginning on the 11th instructional day, an Add/Drop form with either the instructor's signature or an attached email from the instructor must be submitted to Enrollment Services in Bldg. 7. In the event the student is unable to obtain the instructor's signature, the student may still drop the class. A grade of 'W' will appear on the transcript indicating official withdrawal from the class. Students may not drop classes after the 55th calendar day of the quarter. After this date, an instructor may grant a grade of 'WI' or any other appropriate letter grade based on the syllabus. Students who register for a quarter but do not attend classes are responsible to officially drop their classes.

The consequences of dropping a course vary depending on both the time frame

in which the drop occurs and obligations the student may have regarding financial aid awards, veteran benefits, or U.S. Citizenship and Immigration (USCIS) status. Students are advised to review possible consequences before proceeding with withdrawal from one or more classes.

WITHDRAWALS

Medical or military withdrawals may be granted in cases where students experience serious unanticipated illnesses, or are called up for active-duty military service. Petition forms are available at Enrollment Services in Bldg. 7. Written documentation must be provided at the time petitions are submitted. Refunds will not be granted for requests received after the quarter has ended.

Students are limited to one medical refund petition each academic year.

Administrative withdrawals are initiated by the college to withdraw students for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons are not eligible for tuition refunds. (See Grade Policies for Course Repeat and Course Audit options)

DROP FOR NON-PAYMENT

Failure to pay tuition by the date listed in the Academic Calendar may result in the student being dropped from all of their classes.

NO-SHOW INSTRUCTOR DROP

Students registered in regular quarter-length classes who fail to attend initial class sessions and fail to make arrangements with their instructors for excused absences may be dropped by the instructor.

WAIT LISTS

Some classes have automated wait lists. The availability and length of a wait list varies. The length of a wait list for a class is determined by the department/program.

When students attempt to register for full classes that have wait lists, they are offered the opportunity to be placed on a wait list. Students are placed on the wait list on a first-come, first-served basis. Students can be on a total of no more than two wait lists at a time.

Once a class has an active wait list, all regular registration activity for that class stops. As other students drop these classes, wait-listed students are automatically registered into available class openings from the wait list in the order they were placed on the wait list. Waitlisted students are not registered into available class openings if doing so will result in their exceeding their Maximum Total Units (usually 19 credits) or being enrolled in two different classes of the same course. Students may set up a Swap in ctcLink Student Center to avoid these limitations.

WAIT LIST HOLDS

It is the student's responsibility to track their status in ctcLink Student Center to see if they have been moved from the wait list to having been enrolled in the class.

Wait lists are frozen the last business day prior to the start of a quarter. Students who have not been enrolled into a class by this point are encouraged to attend the first day of class to see if the instructor will permit an overload.

Students with financial holds will not progress off of waitlists into classes until the hold is lifted. Students should contact the department that placed the hold for further information regarding lifting the hold once the financial obligation is satisfied.

Tuition and Fees

Fees paid by students include:

- Tuition fees, which are carefully controlled by legislative action;
- Student activities fees, which are voted on and approved by students through Student Leadership;
- Course fees, approved by the Board of Trustees on an annual basis;
- Facilities fees (i.e., the Early Childhood Center or the Student Center) paid to support buildings that require local funds to build and these are formally approved by Student Government as projects they want to support;
- Public Safety/Parking fees are set by the College to support staffing for Public Safety and to provide parking;
- Technology and Fitness Center fees are likewise added via student vote. These fees support student computer facilities and internet access, and provide equipment for use of the Fitness Center; and,
- eLearning fees for students participating in online, hybrid, and web enhanced courses are charged to support online technologies, training, and student support including a Help Desk.

Current quarterly tuition and fee rates are posted at tacomacc.edu/costsandaid/tuition. Tuition and fees are due approximately three weeks prior to the start of classes. Late payments may result in cancellation of registration. Payments may be made via:

- Cashier's Office in Bldg. 14, Tacoma Campus
- VISA or MasterCard at the TCC website or by calling 253-566-5011
- Gig Harbor Campus
- Automatic Payment Plan (NELNET) (page 16)
- Financial Aid (page 15)

SPECIAL FEES

The college charges course fees at the time of registration for most courses. Students are charged for individualized instruction and other incidentals. Additionally, the college charges facilities use and safety fees. These fees are posted at tacomacc.edu/costs-admission/tuition-payment/.

Students who are coded for financial aid, payment plan, Running Start, Fresh Start, athlete, veteran, third party payee, or international may have their registration held. If it is held, the students is responsible for the charges.

Financial Assistance

FINANCIAL AID

The primary responsibility for an education rests with students and their families. However, if financial resources are not sufficient to cover expenses, students may be eligible for financial aid. Aid programs include grants, work study, loans and scholarships.

Applying for financial aid takes time. Information is available online at tacomacc.edu/costs-admission/financial-aid/ or you may contact Financial Aid Services in Bldg. 14. It is advisable to begin the application process in October for the upcoming academic year. The deadline for priority funding is typically mid- to late-March for the upcoming fall quarter. Specific quarterly deadlines are available from Financial Aid Services and online at tacomacc.edu/costs-admission/financial-aid/. Basic eligibility requirements for financial aid are as follows. A student must:

- Have a high school diploma or GED or meet the Ability to Benefit (ABT) criteria. Call 253-566-5144 to schedule an appointment with Rebecca Jayasundara for ATB information.
- Be in a financial aid-eligible degree program or an eligible certificate program.
- Be a U.S. citizen or eligible non-citizen.
- Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements.
- Be registered with selective service (if required).
- Provide a valid Social Security number, and not owe any repayments or be in default on any federal student loans.

Financial Assistance

Washington State Need Grant may be available for low income, non-citizen students who meet certain residency criteria.

Students advised into Adult Basic Education (ABE) may not be eligible to receive financial aid until they have demonstrated ability to benefit (see page 15) or have successfully completed their ABE coursework and are advised into an eligible college certificate or degree program. Students may, however, be eligible for other forms of financial aid and/or scholarships.

Students are expected to successfully complete the credits on which their aid is based and earn a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with the Financial Aid Services office first. Failure to successfully complete may cause financial aid to be cancelled and may require repayment of a portion of the aid received and all or a portion of the related tuition. A complete policy regarding these standards is available in the Financial Aid Services office upon request and is mailed to all aid recipients.

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting funds. All coursework from TCC is taken into consideration, even if aid was not received.

AUTOMATIC PAYMENT PLAN (NELNET)

Students who owe \$200 or more in quarterly tuition and fees may enroll in the automatic payment plan, which offers easy online enrollment, monthly payment plans, with flexible payment options with no interest. Payment methods include

automatic bank payment (ACH) and credit card/debit card payment. NELNET does not accept VISA. There are minimal costs to participate in this automatic payment plan. Follow these simple steps to enroll in the payment plan:

- Go to tacomacc.edu/myeservices and click on *Registration Login*.
- Enter your student ID (SID) and quarter PIN to login to Registration.
- After registering for classes click *Finish*.
- Click on the *Pay by FACTS* link on the left side.
- Follow the on-screen instructions to enroll in the FACTS automatic payment plan.

Students with financial aid or coverage by a third party should not sign up for the automatic payment plan. Contact Nelnet Business Solutions at 1-800-609-8056 or the TCC Business Office at 253-460-4311 for more information.

PASSPORT TO COLLEGE PROGRAM

Students who have been in foster care in Washington state may be eligible for this scholarship and grant. Contact Margaret Robinson in CASA/MECA (Bldg. 11) for more information or call 253-566-5025. Visit wsac.wa.gov/passport-foster-youth.

SCHOLARSHIPS

Scholarships are awarded for academic merit, financial need, athletic or artistic talent, community involvement and fields of study. Unlike loans, they do not have to be repaid.

Each year over 200 scholarships are awarded to TCC students. Money is provided by friends of the TCC Foundation to help students pay for tuition, books, fees, and in some instances, supplies. More information about TCC Foundation scholarships is at tacomacc.edu/costs-admission/scholarships-funding/scholarships.

There are also external scholarships available to all TCC students. An information board listing scholarships is maintained in Bldg. 14. The posted information summarizes scholarship criteria and the application process.

VETERANS, ACTIVE DUTY MILITARY AND RESERVIST SERVICES

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased, MIA and POW, or 100% total or permanent disabled veterans, and eligible members of the select reserve. Contact Veterans Services in Bldg. 14 or call 253-566-5081 to apply for benefits.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Financial Assistance

Veterans and family members attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college:

- Veterans and family members using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward the VA approved program of study.
- Veterans and family members must complete the course work paid for. Grades of 'N', 'V', 'WI', 'U', 'R', 'S', 'Z' or 'W' will result in overpayment; this means some or all the benefits received must be repaid.
- Veterans and family members must notify Veterans Services in Bldg. 14 when changing classes, withdrawing from the college or when deciding to stop attending classes.
- A dedicated veterans counselor is located in the Counseling & Advising Center, Bldg. 7, to support veterans and their spouses.
- Veterans and family members must contact the Veteran Services Office if they no longer want to use their VA Education Benefits.

Benefits may be terminated for unsatisfactory progress or conduct. If terminated, benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.

RIGHTS OF WASHINGTON NATIONAL GUARD AND OTHER MILITARY RESERVE STUDENTS CALLED TO SERVICE (RCW 28B.10.270)

A member of the Washington National Guard or any other military reserve component who is a student at an institution of higher education and who is ordered for a period exceeding thirty days to either active state service, as defined in RCW 38.040.010, or to federal active military service has the following rights:

- Withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses.
- Be given a grade of incomplete and be allowed to complete the course upon release from active duty under the institution's standard practice for completion of incompletes.
- Continue and complete the course for full credit.
- Be entitled to make up the class, test, examination, laboratory, presentation, or event without prejudice to the final course grade or evaluation.

For full details of this RCW refer to app.leg.wa.gov/rcw/default.aspx?cite=28B.10.270.

Workforce Funding

Workforce programs can provide tuition, fees, books, support funding and access to childcare assistance (through Working Connection Childcare) to qualifying students. Each Workforce Education funding program has different criteria and requirements but TCC has made it easy to get started with one application to connect students with the program(s) best suited to provide the most support.

Workforce programs support students seeking:

- Professional technical training (TCC has over 40 degrees and certificates available)
- Job skills training – specific skills needed to gain employment
- Pre-college skills (high school diploma, GED, basic skills or ESL) to prepare for career training

BASIC FOOD EMPLOYMENT & TRAINING PROGRAM

Students receiving or who are income eligible for Basic Food Assistance through the Department of Social and Health Services (DSHS) may be eligible for funding and support under the Basic Food Employment & Training (BFET) program.

OPPORTUNITY GRANTS

A student may be eligible for Opportunity Grants if the student:

- Holds Washington State resident status per TCC Enrollment Services
- Meets income guidelines
- Has not received Opportunity Grant funds more than three years ago ago
- Is within 45-credit limit to meet Opportunity Grant guidelines

Refund Policy

WORKER RETRAINING

A student may be eligible for Worker Retraining assistance if in the past 48 months any of the following apply:

- Collects or has collected unemployment benefits in Washington state
- Separated from the military with an honorable discharge
- Displaced homemaker (divorced, separated or widowed)
- Formerly self-employment in a Washington State-licensed business
- Currently employed but meets at least two of the following:
 - Is in a declining occupation
 - Needs training to keep current job
 - Has not earned 45 college credits and a related certificate or degree

WORKFIRST

WorkFirst assistance is available to students who are receiving Temporary Assistance for Needy Families (TANF) through the Department of Social and Health Services (DSHS).

For more information on all Workforce programs:

- Visit tacomacc.edu/workforce
- Call 253-566-5188
- Email tccworkforce@tacomacc.edu
- Come by the Workforce Education office in Bldg. 8 on TCC's main campus

Credit Classes

College procedures for the refund of tuition and fees to students are consistent with state statutes.

- A student must complete the official withdrawal procedure to receive a refund.
- A student dismissed from the college for disciplinary reasons is not eligible for a refund.
- Instructional days are defined as days school is in session, not including weekends and scheduled holidays.
- Calendar days are defined as all days of the month, not just instructional days.

Refunds will be made according to the following schedule:

- Withdrawal resulting from classes being cancelled by the college – 100%
- Withdrawal up to the 5th instructional day of the quarter – 100%
- Withdrawal from the 6th through the 20th calendar day of the quarter – 40%
- Withdrawal after the 20th calendar day of the quarter – 0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80% refund for five instructional days after the course begins and a 40% refund from the 6th through the 20th calendar day.

Summer quarter courses, courses which do not follow the regular college calendar, early/late starting courses, and short courses have prorated refund periods. Contact Enrollment Services at 253.566.5325 for the related refund dates.

Continuing Education Non-Credit Class Cancellation and Refund Policy

TCC reserves the right to change, reschedule and cancel non-credit classes as needed, for reasons including but not limited to inclement weather, instructor-related issues, and low enrollment.

Payment for all non-credit classes is payable at the time of enrollment.

- Student-initiated withdrawal: If a student elects to withdraw from a class, a request must be made before a refund is issued. If the request is made at least seven calendar days before the first day of class, the class fee will be returned to the student.
- College initiated cancellation: If TCC initiates a class cancellation, a full refund will be issued. Efforts will be made to notify all registered students.
- Low enrollment cancellations: Non-credit classes are dependent upon a minimum student enrollment number and are cancelled three days prior to the class start date if that enrollment number is not met.
- Refunds: Students should allow three to four weeks for processing of refunds. Refund checks will be mailed to the address students have on file.