

Running Start Fee Waiver & Book Voucher Eligibility Form

Student Information (to be completed by the student)

First Name: _____ Last Name: _____ ctcLink ID #: _____

Phone Number: _____ Student Email: _____

Address: _____

Textbook vouchers are provided exclusively for the purchase of required textbooks for the courses in which they are enrolled. Required textbooks are defined by the specific textbooks, workbooks, and/or homework software services listed by instructors as mandatory for successful completion of the course(s). Misuse of textbook vouchers is a violation of Running Start policy and can result in investigation and disciplinary action. Please see reverse side for full terms of the Financial Responsibility Acknowledgement.

Student Signature: _____ Date: _____

High School Information (to be completed by High School Counselor)

High School: _____

District: _____

Counselor Name: _____ Email: _____

I certify that the student above qualifies for free or reduced-price lunch.

High School Counselor Signature: _____ Date: _____

To be completed by Seattle Central College Running Start staff

Enrollment QTR/Year: _____ Date Processed: _____

Approved By: _____ Signature: _____

Running Start Financial Responsibility Acknowledgement

This acknowledgement is for Running Start students who are eligible for textbook vouchers or other fee waivers as determined by Running Start staff and high school counselors in the fee waiver program. You must sign this form before receiving textbook vouchers; one signature is valid for the duration of your continuous enrollment in the Running Start program at Seattle Central College.

As a Running Start student, I understand and agree to the following terms:

Purpose of Textbook Vouchers: Textbook vouchers provided to Running Start students are exclusively for the purchase of required textbooks for the courses in which they are enrolled. Required textbooks are defined by the specific textbooks, workbooks, and/or homework software services listed by instructors as *mandatory* for successful completion of the course(s).

Prohibited Purchases: Textbook vouchers *cannot* be used to purchase any other items from the bookstore, including but not limited to:

- School supplies (pens, pencils, notebooks, binders, etc.)
- Electronics (calculators, hard drives, computers, etc.)
- Apparel (clothing, tote bags, etc.)
- Personal items (gift cards, nonrefundable items, etc.)
- Food and beverages
- Optional or supplemental materials not specifically required by the instructor (study guides, practice books, etc.)

Consequences of Misuse:

- I understand that the misuse of textbook vouchers is a violation of Running Start policy.
- Any attempt to purchase unapproved items with the textbook voucher will be considered mishandling of funds.
- Mishandling of textbook vouchers will result in investigation and disciplinary action, which may include:
 - Returning of any unused and unopened items to the bookstore within their return policy window
 - A registration hold being placed on my student account during any investigation into misuse of funds. A registration hold on my account will prevent me from registering for future classes and/or dropped from my enrolled classes until the investigation is complete.
 - A student conduct report being filed and a decision is made on outstanding balances of misused voucher fund amounts.

I am responsible for understanding and adhering to these guidelines. If I have any questions about what items are eligible for purchase with my voucher, it is my responsibility to ask a Running Start staff member before making any purchases.