



Running Start Enrollment Verification Form



Student	Student Name: _____ Last Name First Name MI	<input type="checkbox"/> Check if this is a revision _____ <input type="checkbox"/> New Student <input type="checkbox"/> Returning Student <input type="checkbox"/> Student Enrolled in Multiple Colleges <input type="checkbox"/> Spring Quarter Eligibility Adjustment Form (SQEAF) attached
	Home Phone: _____ Cell Phone: _____	
	Email Address: _____ SSID #: _____	
	Responsible Parent/Guardian: _____	
	College: _____ College SID #: _____	

Counselor/Running Start Advisor	High School: _____ District: _____						
	Grade Level: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> 5 th Year Senior - Available for meeting district graduation requirements only (WAC 392-169-055(4)).						
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Location of Running Start Class: <input type="checkbox"/> College Campus</td> <td><input type="checkbox"/> High School</td> <td>Number of Months Class Offered: _____</td> </tr> <tr> <td>College Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring</td> <td>High School Term: _____ Semester _____ Trimester</td> <td></td> </tr> </table>	Location of Running Start Class: <input type="checkbox"/> College Campus	<input type="checkbox"/> High School	Number of Months Class Offered: _____	College Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	High School Term: _____ Semester _____ Trimester	
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	College Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	High School Term: _____ Semester _____ Trimester					
For the college term above and the _____ high school term, the student will be enrolled in high school and skill center classes equaling _____ full-time equivalent (FTE).							
Student is eligible for a maximum of _____ college credits, without incurring college tuition costs, based on the above stated high school FTE.							

Comments: _____

Recommended Running Start Classes:

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

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

Student & Parent/Guardian	I understand that: <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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 find out about 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.				
	<table style="width:100%;"> <tr> <td style="width: 30%;">Student Signature (REQUIRED)</td> <td style="width: 20%;">Date</td> <td style="width: 30%;">Parent/Guardian Signature (REQUIRED)</td> <td style="width: 20%;">Date</td> </tr> </table>	Student Signature (REQUIRED)	Date	Parent/Guardian Signature (REQUIRED)	Date
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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 also 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. 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 this 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.

For more information on the 1.20 Running Start FTE limitation, refer to Bulletin No. 032-13. This bulletin will be updated this summer for the 2014–15 school year.

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: Except for the first lines of this section and the Recommended Running Start Classes table which can be completed by the student, the high school counselor and Running Start advisor completes this section.

Grade Level: Indicate the student’s grade level. Eleventh and twelfth grade students 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 WAC 392-169-055(4).

Location of Running Start Class: Indicate the location of the Running Start class. Classes offered at the college campus follow the college schedule. Classes offered at the high school setting must follow the high school terms.

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 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 and the number of months the Running Start class will be offered. Use the following formula to calculate each Running Start class’s FTE:

$$(\text{number of college credits} \div 15) \times (3 \div \text{number of months})$$

The table below provides a quick reference to determine a student’s available Running Start FTE. Illustrated are the typical Running Start models – Running Start class at the college location and Running Start classes offered in the high school setting for four months, five months, and ten months. In cases where the Running Start class is provided for months not otherwise indicated, the above formula should be used to determine the class’s FTE.

Running Start Funding Limit Table						
Enrolled High School		Tuition-Free College Credit				
Weekly Minutes	FTE	Max FTE	Max Credits			
			RS at College Location	RS in HS Setting		
				4-Month Class	5-Month Class	10-Month Class
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	15		
608 - 712	0.41 - 0.47	0.73	11	14		
713 - 802	0.48 - 0.53	0.67	10	13		
803 - 907	0.54 - 0.60	0.60	9 / 10 *	12	15	
908 - 1,012	0.61 - 0.67	0.53	8	10	13	
1,013 - 1,102	0.68 - 0.73	0.47	7	9	11	
1,103 - 1,207	0.74 - 0.80	0.40	6	8	10	
1,208 - 1,311	0.81 - 0.87	0.33	5	6	8	15
1,312 - 1,402	0.88 - 0.93	0.27	4	5	6	13
1,403 or more	0.94 or more	0.20	3	4	5	10

* Students enrolled in Running Start at the college location, qualifying for 0.60 FTE college enrollment, and registered for exactly 10 credits, are currently granted a 1 credit tuition waiver for the 10th credit by the college.

Recommended Running Start Classes: The students, 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.