

TCC Enroll in College

Start here.

1. ATTEND an INFO SESSION

Learn what to do to become a TCC student.

tacomacc.edu/admissionssupport

2. APPLY

TCC's application is free and online!

tacomacc.edu/apply

3. CONNECT

Set up your student portal, email and ctcLink.

tacomacc.edu/accounts

4. FIND ways to pay for college

Apply for financial aid and scholarships.

tacomacc.edu/costsandaid

5. EVALUATE your skills

Options to evaluate your skills in English and math. Call 253.566.5093

or visit tacomacc.edu/placement

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 of 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 one week prior to the quarter in which you want to begin.

Admission to TCC is available to:

- Individuals who are high school graduates or have obtained a GED.
- Current high school junior and seniors can enter TCC through the Running Start program or the College in the High School program.
- Applicants age 16-21 who have not received their high school diploma and are credit deficient may be eligible for the Fresh Start program.
- Adults age 18 and over who have not received their high school diploma can earn their diploma through the High School + program.

Returning Students

- Students who attended TCC within the past year do not need to reapply for admission.
- Students who have attended TCC in the past will need to contact the Admissions Department to be activated for the appropriate quarter of re-entry.
- If their program of study has changed from when they previously attended, a "Request for Program Plan Change" form must be completed with an advisor.

Transfer Students

After applying, students who have attended another college should have their official transcripts sent from the previous institutions to Enrollment Services (6501 S. 19th St. Tacoma, WA 98466 or credeval@tacomacc.edu). Students may also drop sealed official transcripts to Building 7.

Official transcripts are evaluated after a student has enrolled in classes. Allow 6-8 weeks for an official transcript evaluation. Unofficial transcripts, grade reports and online printouts will not be accepted for an official evaluation.

Admission to TCC

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. Send unofficial transcripts to placement@tacomacc.edu before 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 253-566-144 or email basicskills@tacomacc.edu. Refer to the Transitional Studies catalog section for additional program details.

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 page 156 for more information about I-BEST certificate programs. Call 253-566-5375 for enrollment information or stop by the Basic Education for Adults office in Bldg. 7.

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/freshstart.

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 or email international@tacomacc.edu.

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, please check the program specific web pages on the TCC website: tacomacc.edu/help/ineedskillstofindaprofessionalcareer

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 or email runstart@tacomacc.edu.

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, residency affidavit qualifiers, 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

When applying for a residency status change, students must provide evidence of an establish Washington domicile to verify they meet residency requirement. 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

When the domicile documents are reviewed, the residency officer will determine when the one year waiting period starts. The evidence provided must qualify the student as a resident prior to the first day of the quarter. 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 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 their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- 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 their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- Section 103 of PL 115-407, Veterans Benefits and Transition Act of 2018 amends Title 38 US Code 3679: *Tacoma Community College has a policy in place that will allow a veteran student and family member to attend or participate in a course of education, pending VA payment, providing the veteran student and family member submits a certificate of eligibility of entitlement to educational assistance.*

ACTIVE DUTY

Active duty military, Washington National Guard members, and their spouses and dependents qualify as residents for tuition purposes. The military orders for WA state need to be submitted to Admissions via email (admissions@tacomacc.edu) or in-person to the Enrollment Services office in building 7.

Residency

Those who maintain a Home of Record of WA state, and that are stationed elsewhere, may qualify for resident tuition rates. The military member's Leave and Earnings Statement (LES) needs to be submitted to the Admissions department for review. Section 103 of PL 115-407, "Veterans Benefits and Transition Act of 2018" amends Title 38 US Code 3679:

Tacoma Community College has a policy in place that will allow a veteran student and family member to attend or participate in a course of education, pending VA payment, providing the veteran student and family member submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33.

Residency Affidavit Eligibility

The Residency Affidavit allows eligible students to pay resident tuition rates at Washington state colleges and universities. This affidavit is only for those who do not qualify for residency through the standard residency process. To qualify for resident tuition status, students must complete the affidavit/declaration/certification if they have met the following conditions:

- Resided in WA state for one year prior to the student's admitted quarter with our institution.
- Completed the equivalent of a high school diploma (diploma, GED, etc) within the United States.
- Agree that when they are eligible to do so, they will apply for a valid citizenship status within the US if they do not currently have one.

If the above criteria has been met, the student may complete the Residency Affidavit with the Admissions department or while completing the Washington State Financial Aid Application (WASFA).

The Basic Education for Adults (BEaA) 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 156 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.

If a student has been approved for DACA (current or expired), they will need to submit official documentation, such as Employment Authorization (EAD), to the Admission department to be reviewed for resident tuition.

For additional residency information, please call 253-566-5108 or email admissions@tacomacc.edu.

Your Academic Success

Tacoma Community College is committed to supporting each student as they work to achieve their educational goals. The college's support services include multiple class placement options, new student orientations, and academic advising.

Placement

Class placement determines the level of a student's first classes in English and math. We know that students bring various skills and experiences to college, and our class placement options honor what students know as learners and their ability to choose classes that work best for their academic and professional goals. Placement may include:

- English Directed Self-Placement (DSP),
- ALEKS - Tutoring and evaluation for math,
- Basic skills testing,
- Review of SAT/ACT scores,
- Advanced Placement (AP) test scores,
- translation of other placement scores,
- college transcript review,
- local high school articulation agreements, and
- Smarter Balanced assessment and Bridge to College English and math.

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

Placement 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
- ABE, AESL, and Adult HS completion programs (HS+)

Your Academic Success

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.

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 or email access@tacomacc.edu.

MATH PLACEMENT OPTIONS

TCC offers multiple measures for math placement ranging from test scores to college and high school coursework. The ALEKS-PPL math placement is offered through the Assessment office in Bldg. 7. It is required that students spend time in the ALEKS Prep and Learning module before attempting the placement a second time. They can receive assistance with this preparation at the Math Advising Resource Center (MARC) in Bldg. 19.

Recent high school graduates may be placed into math courses based on a combination of their high school math courses, grades and ALEKS-PPL 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 Math Advising Resource Center (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 SAT, ACT, IB, AP scores and math placement test scores on some colleges' recognized placement tests from other Washington public colleges when taken within the last year the previous two years or less. In addition, TCC accepts the statewide Smarter Balanced Test used by Washington high schools public four-year schools to establish readiness for college-level mathematics or placement based on the Bridge to College math class.

More placement information can be found at <https://www.tacomacc.edu/placementtesting>

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 Orientation (NSO) session held on campus. 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 the new student orientation. Part 1 consists of an overview of TCC entry processes and services. Part 2 consists of an individual needs assessment survey to connect new students with resources and their assigned academic advisor. To complete the two-part orientation go to tacomacc.edu/costs-admission/admission-process/new_student_orientation

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 NSO to save time. It is important to complete Part 2 at the end of the Online NSO 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 or email advising@tacomacc.edu.

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

Your Academic Success

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:

- 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 is the process of registering for classes each quarter. Detailed information and procedures for enrollment, as well as important dates and deadlines, are published online at tacomacc.edu/enrollment. Summer quarter and short courses have prorated deadlines.

ENROLLING IN CREDIT COURSES

Students enroll for classes using the ctcLink Student Center. New students are required to complete the Online New Student Orientation before enrolling.

REGISTRATION APPOINTMENTS

Enrollment appointments are the date and time when registration opens for a student. 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. Priority enrollment appointments are assigned as required by state law and local TCC policy. Per RCW 28B.15.624, veterans may enroll on the day prior to the first day of currently enrolled student registration. Veteran's spouses receiving veteran education benefits also receive priority enrollment appointments.

Returning students who have not attended TCC within the past year may register on the final day of enrollment for current students. Returning students should email registrar@tacomacc.edu to set up their appointment time.

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 add a class from the start of their enrollment appointment through the 2nd instructional day of the quarter using their ctcLink Student Homepage. 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 or emailed to enrollmentservices@tacomacc.edu. Students may not add new classes after the 10th instructional day of the quarter.

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. Petitions will be only be consider 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.

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. Starting on the 11th instructional day through 60th calendar day, students can withdraw from a class using the ctcLink Student Homepage. 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 or withdrawing a class 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.

MEDICAL WITHDRAWALS

Medical withdrawals may be granted in cases where students experience serious unanticipated illnesses. Petition forms are available at Enrollment Services in Bldg. 7. Written documentation from a medical provider must be provided at the time petitions are submitted. Petitions must be submitted no later than the last day of the quarter that immediately follows the quarter in question. Refunds will not be granted for requests received after the quarter has ended.

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

MILITARY WITHDRAWALS

Military withdrawals may be granted for a student who is called up for active duty military service. Petition forms are available online or at Enrollment Services in Bldg. 7. Copy of military orders must be provided at the time petitions are submitted.

Petitions must be submitted no later than the last day of the quarter that immediately follows the quarter in question. Refunds will not be granted for requests received after the quarter has ended.

ADMINISTRATIVE WITHDRAWALS

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 will result in the student being dropped from all of their classes.

Student receiving financial assistance through Financial Aid, Veterans, or other third party providers will have a hold placed on classes to prevent drop for non-payment. If a student does not see the hold listed in their ctcLink Student Homepage, the student should email the the office handling their assistance:

- Financial Aid: faid@tacomacc.edu
- Veterans Office: va@tacomacc.edu
- Third-Party Payments: sfs@tacomacc.edu

Schedule Changes

NO-SHOW INSTRUCTOR DROP

Students 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.

The waitlist process runs through the end of the second instructional day of the quarter. Students who have not been enrolled into a class by this point are encouraged to contact the instructor to see if the instructor will permit enrollment. If student receives permission, a signed Add/Drop or an email from the instructor should be submitted to Enrollment Services in Bldg. 7 or by email to enrollmentservices@tacomacc.edu.

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)

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-person at Bldg. 14 or by email at faid@tacomacc.edu. 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.

Washington College 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 17) 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. There are minimal costs to participate in this automatic payment plan. Follow these simple steps to enroll in the payment plan:

- Log into ctcLink Student Homepage
- Click on Financial Account tile
- Click on Payment Plans
- Click on NelNet Payment Plan
- Follow the on screen instructions for setting up NelNet account and 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 or sfs@tacomacc.edu 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 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 300 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/about/foundation/foundation-scholarships.

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

Financial Assistance

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

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 'U', 'S', 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 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 Connections 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.

Financial Assistance

OPPORTUNITY GRANTS

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

- Holds Washington State resident status per TCC Admissions
- 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

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. 19 Room 70, on TCC's main campus

Refund Policy

Credit Classes

College procedures for the refund of tuition and fees to students in compliance 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%

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. Requests can be sent via email to continuingeducation@tacomacc.edu. If the request is made at least five 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.