

# District Academic Services Office

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## Running Start Fee Clarification

June 17, 2009

As a result of the letter sent on June 2<sup>nd</sup> regarding recent legislation impacting the Running Start program, we received a number of questions regarding payment of mandatory fees. The following points provide clarification about how mandatory fees or fee waivers will be implemented at Community Colleges of Spokane:

1. A one-time application fee of \$15 will be charged for all new Running Start students registering for Fall Quarter 2009.
2. Running Start students who have not paid mandatory fees by the fourth week of the quarter will receive a letter itemizing all outstanding charges. The letter explains that the student's account will be placed on hold and the student will not have access to further services from the college (e.g. register for classes next quarter, obtain transcripts, etc.) until all charges are paid. Although the hold will be enforced, Running Start students **will not be dropped** from their classes Fall Quarter 2009 due to nonpayment of mandatory fees.
3. CCS only releases student account information directly to students. Parents or legal guardians interested in accessing their student's financial information should have their student sign the Release of Financial Information form and submit it to the college Running Start counselor.
4. For those students who qualify for free and reduced lunch, the Verification of Eligibility letters obtained from the nutrition services office at the school district of attendance should be submitted to the appropriate college (Spokane Community College or Spokane Falls Community College) or Institute of Extended Learning (IEL) center where the students' Running Start files are kept. Qualifying home-schooled students should submit the Verification of Eligibility letters from their school district of record.
5. For Running Start students who qualify for the fee waiver, a list of the fees waived can be found on SCC, SFCC and IEL Running Start websites or the CCS website: [www.ccs.spokane.edu](http://www.ccs.spokane.edu).

This clarification is being sent to Running Start students who have already registered for Fall Quarter, Running Start counselors and high school principals. If you have additional questions please contact me or one of our Running Start coordinators at the appropriate college or IEL center.

A handwritten signature in black ink that reads "James E. Minkler".

**James Minkler, Ph.D.**  
District Academic Services Officer