

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Community College District VIII
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG. (Southwest Corner, Ground Floor)
OLYMPIA 98504

The enclosed rules Permanent rules Emergency rules, being Order No. 49
relating to (Name of rules or description of subject matter)

Admissions, Residency Classification and Registration Regulations, Schedule of Fees and Financial Aid for Community College District VIII - WAC 132H-160-020; WAC 132H-160-030; WAC 132H-160-180; WAC 132H-160-250 are hereby amended. WAC 132H-160-480 is hereby repealed.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 7439 ① filed with the code reviser on 3-3-77 ② were regularly adopted as permanent rules of (date) this institution at Bellevue Community College 4-5-77 and are herewith (place) (date) filed in the office of the code reviser pursuant to chapter 28B.19 RCW. The effective date of such rules shall be _____ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding in the attached administrative order, that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this institution at _____ on _____ and (place) (date) are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW and of the Open Public Meetings Act of 1971, chapter 42.30 RCW have been fulfilled.

Dated this 6th day of April 19 77.

STATE OF WASHINGTON
FILED

APR 8 1977

Community College District VIII
(INSTITUTION)

Raye S. Siegel
By

Secretary, Board of Trustees
Title

CODE REVISER'S OFFICE
DOCKET # 8105 FILE # 1

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2). Leave this space blank except in such special cases.

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT VIII
BOARD OF TRUSTEES

RESOLUTION NO. 96

Administrative Order 49

A RESOLUTION relating to the adoption of amendments to permanent rules and the repealing of a permanent rule - Admissions, Residency Classification and Registration Regulations, Schedule of Fees and Financial Aid for Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON.

WAC 132H-160-020 APPLICATION RECORDS FEE; WAC 132H-160-030 REGISTRATION FEE; WAC 132H-160-180 REFUND POLICY; WAC 132H-160-250 APPLICATION PROCEDURE - COLLEGE CREDIT are hereby amended. WAC 132H-160-480 CHANGE OF REGISTRATION SCHEDULE SERVICE FEE is hereby repealed.

APPROVED AND ADOPTED April 5, 1977

BOARD OF TRUSTEES

Delores E. Teutsch
Delores E. Teutsch, Chairperson

Neil L. McReynolds
Neil L. McReynolds, Vice-Chairperson

Claire Thomas
Claire Thomas, Trustee

Mary McKinley
Mary McKinley, Trustee

Patricia A. Mc Glashan
Pat McGlashan, Trustee

ATTEST:

Wayne G. Siegel
Wayne G. Siegel
Secretary, Board of Trustees

AMD

WAC 132H-160-020 APPLICATION RECORDS FEE. The application records fee of \$10.00 shall be payable only once when applying for admission to Community College District VIII and is nonrefundable.

AMD

WAC 132H-160-030 REGISTRATION FEE. A \$20 registration/records fee is charged new applicant and reapplicant matriculated students for the preparation of advising, records and registration materials. Students who complete official registration will have the \$20 fee applied toward their tuition. Students not officially enrolled through the tenth day of the quarter will forfeit this fee.

AMD

WAC 132H-160-180 REFUND POLICY. Community College District VIII Board of Trustees has authorized the Registrar to refund fees when a student withdraws from college or a course(s). A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. (1) Tuition fees are refunded upon withdrawal from college or a course(s) as follows:

- (a) Prior to the first day of the quarter:
 - (i) Complete withdrawal from college - 80% Refunded
 - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - 80% Refunded
- (b) Through first week of the quarter:
 - (i) Complete withdrawal from college - 50% Refunded
 - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - 50% Refunded
- (c) After first week of quarter:
 - (i) Complete withdrawal from college - No Refund
 - (ii) Withdrawal from a course(s) (reduction of class load below 10 credits) - No Refund
 - (iii) Cancellation of a course - Permission to transfer to another course or full refund upon request
- (d) Deferred Payment Deposit (The deferred payment is a \$20 tuition deposit paid at the time of registration by students who choose to postpone payment in full until the required due date. See quarterly class schedule)
 - (i) 100% refundable prior to the opening day of the quarter, less \$10 service charge
- (e) Lab fees
 - (i) Prior to first week of quarter - 100% Refund
 - (ii) Through first week of the quarter - 80% Refund
 - (iii) After the first week of the quarter - No Refund
- (f) Parking Fees
 - (i) Prior to first week - 100% Refund
 - (ii) Through first week of the quarter - 80% Refund
 - (iii) After the first week of the quarter - No Refund
- (g) Insurance Fees
 - (i) Through first week of the quarter only - 100% Refund
 - (ii) After first week of the quarter - No Refund
 - (iii) If insurance claim has been filed - No Refund

AMD

WAC 132H-160-250 APPLICATION PROCEDURE - COLLEGE CREDIT. To be considered for admission as a matriculated freshman or transfer student to Community College District VIII, a student must have on file in the College Admissions Office (1) A completed "State of Washington Uniform Community

College Application Form."

(2) Application Records Fee. This \$10.00 nonrefundable fee is paid only once by each entering student and should accompany the application for admission. It must be paid before the application can be processed.

(3) Transcripts of High School or Other College Work. An official eight-semester high school transcript is required of all matriculated students. Currently enrolled high school seniors may submit a copy of their Washington Pre-College test or seventh-semester transcript for admission purposes. Eighth-semester transcripts should be filed upon graduation from high school. It is the student's responsibility to request that a transcript(s) be forwarded to the college Office of Admissions.

Applications are accepted beginning December 1 for fall quarter, October 1 for winter quarter, January 2 for spring quarter and no application is required for summer quarter.

REP

WAC 132H-160-480 CHANGE OF REGISTRATION SCHEDULE SERVICE FEE. A service fee will be assessed when a student changes his registration after his initial registration.