

WAC 495B-310-040 Other remedies. These procedures, outlined in WAC 495B-310-010 through 495B-310-030, are internal college procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace an individual's timely complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: RCW 28B.10.140, 42.30.075 and chapter 34.05 RCW. 93-05-018, § 495B-310-040, filed 2/10/93, effective 3/13/93.]

Chapter 495B-325 WAC

STATE ENVIRONMENTAL POLICY ACT RULES

WAC

495B-325-010 Implementation of State Environmental Policy Act.

WAC 495B-325-010 Implementation of State Environmental Policy Act. (1) It shall be the policy of Bellingham Technical College that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 132-24 WAC.

(2) The president of the district or his or her designee shall be responsible for administering and implementing this policy.

[Statutory Authority: RCW 28B.10.140, 42.30.075 and chapter 34.05 RCW. 93-05-018, § 495B-325-010, filed 2/10/93, effective 3/13/93.]

Title 495D WAC

LAKE WASHINGTON TECHNICAL COLLEGE

Chapters

495D-104 Board of trustees.
495D-135 Refund of tuition and special course/program connected fees.

Chapter 495D-104 WAC BOARD OF TRUSTEES

WAC

495D-104-010 Time and place of board meetings.

WAC 495D-104-010 Time and place of board meetings. The board of trustees shall hold one regular meeting on the second Wednesday of each month at 7:30 a.m. in February, April, June, August, October, and December, and at 6:30 p.m. in January, March, May, July, September, and November and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law. All regular and special meetings of the board of trustees shall be held at Lake Washington Technical College,

unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions. No official business may be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: RCW 28B.50.140. 93-03-086, § 495D-104-010, filed 1/19/93, effective 2/19/93; 92-15-081, § 495D-104-010, filed 7/16/92, effective 8/16/92.]

Chapter 495D-135 WAC

REFUND OF TUITION AND SPECIAL COURSE/ PROGRAM CONNECTED FEES

WAC

495D-135-040 Tuition and special course/program connected fees refund policy.

WAC 495D-135-040 Tuition and special course/program connected fees refund policy. Upon withdrawal from college or reduction in class load and the completion of all applicable fee refund forms, the student may receive a tuition and/or fee refund under the following conditions:

(1) A full refund of general tuition fees, operating fees, special course/program connected fees, and services and activities fees will be made if the student has properly withdrawn prior to the first class session, except that a registration cost shall be retained from such fees.

(2) A full refund will be made when courses or programs are cancelled by the college.

(3) An eighty percent refund will be made on or after the first class session and on or prior to the fifth class session of the term, or student's registration period of less than a term, upon withdrawal or termination from a full-time or part-time preparatory occupational course. When a registration is for a first-time student, his or her refund may be calculated on a pro rata basis consistent with applicable federal rules.

(4) A fifty percent refund will be made after the fifth class session and up to the twentieth class session of the term, or student's registration period if less than a term, upon withdrawal or termination from a full-time or part-time preparatory occupational course. When a registration is for a first-time student, his or her refund may be calculated on a pro rata basis consistent with applicable federal rules.

(5) Refunds will be made through the second scheduled class meeting for part-time supplemental occupational courses.

(6) Refund requests must be made in person or in writing. Refund requests may not be made by telephone.

(7) Refund processing procedures shall be established by the president.

(8) Exceptions may be made at the president's discretion for students who withdraw for bona fide medical reasons or when called into the military service.

(9) The college shall charge a registration cost set by the president for refund and transfer processing.

(10) Refunds of less than five dollars will not be made.

(11) Students who have paid fees for equipment or material which have a return/refund value must obtain written verification and approval on an appropriate form from the instructor or staff person who is responsible for the return/refund.

(12) Fees which are nonrefundable and not subject to this policy will be set by the president and identified as such in the quarterly course schedule and/or course announcement.

[Statutory Authority: RCW 28B.50.140, 93-19-075, § 495D-135-040, filed 9/14/93, effective 10/15/93; 93-01-084, § 495D-135-040, filed 12/15/92, effective 1/15/93.]

Title 495E WAC

RENTON TECHNICAL COLLEGE

Chapters

495E-104	Board of trustees.
495E-108	Practice and procedure.
495E-116	Parking and traffic.
495E-120	Student conduct code.
495E-122	Withholding services for outstanding debts.
495E-132	Financial aid.
495E-133	Organization.
495E-134	Designation of rules coordinator.
495E-140	Use of college facilities.
495E-168	Use of library resource center—Fines.
495E-276	Access to public records.
495E-280	Family Educational Rights and Privacy Act.
495E-300	Discrimination policies and procedures.
495E-325	State Environmental Policy Act rules.
495E-400	Faculty tenure, dismissal, and reduction-in-force.

Chapter 495E-104 WAC BOARD OF TRUSTEES

WAC

495E-104-010	Time and place of board meetings.
495E-104-020	Request for items to be placed on board agenda.
495E-104-030	Delegation to college president.

WAC 495E-104-010 Time and place of board meetings. The board of trustees shall hold one regular meeting on the second Tuesday of each month except July and August at 9:00 a.m. and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at 3000 Northeast Fourth Street, Renton, Washington 98056-4195, unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions.

No official business may be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: RCW 28B.50.140 and 42.30.070. 93-13-104, § 495E-104-010, filed 6/21/93, effective 7/22/93.]

WAC 495E-104-020 Request for items to be placed on board agenda. Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the president no later than twelve o'clock noon five working days before the next scheduled meeting of the board. The president and the board chair will determine whether the item is to be placed on the agenda. The chair or a designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Statutory Authority: RCW 28B.50.140 and 42.30.070. 93-13-104, § 495E-104-020, filed 6/21/93, effective 7/22/93.]

WAC 495E-104-030 Delegation to college president. The board of trustees delegates to the college president its authority and responsibility to administer Renton Technical College in accordance with laws, policies, and rules approved or sanctioned by the board of trustees. At the operational level, the president has final administrative authority over all matters affecting the college district.

[Statutory Authority: RCW 28B.50.140 and 42.30.070. 93-13-104, § 495E-104-030, filed 6/21/93, effective 7/22/93.]

Chapter 495E-108 WAC PRACTICE AND PROCEDURE

WAC

495E-108-010	Adoption of model rules of procedure.
495E-108-020	Appointment of residing officers.
495E-108-030	Method of recording.
495E-108-040	Application for adjudicative proceeding.
495E-108-050	Brief adjudicative procedure.
495E-108-060	Discovery.
495E-108-070	Procedure for closing parts of the hearings.
495E-108-080	Recording devices.

WAC 495E-108-010 Adoption of model rules of procedure. The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250 are adopted for use at this college. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted by this college, the college rules prevail.

[Statutory Authority: RCW 28B.50.140, 34.05.220, [34.05].250, [34.05].413, [34.05].425, [34.05].446 and [34.05].482. 93-13-105, § 495E-108-010, filed 6/21/93, effective 7/22/93.]

WAC 495E-108-020 Appointment of residing officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding except as otherwise provided by a college rule. Where more than one individual is designated to be the presiding officer, one such individual shall be designated by the president or president's designee, if not by college rule, to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140, 34.05.220, [34.05].250, [34.05].413, [34.05].425, [34.05].446 and [34.05].482. 93-13-105, § 495E-108-020, filed 6/21/93, effective 7/22/93.]