

# Student Guidelines and Frequently Asked Questions (FAQ)

## 1. How do I get started?

Familiarize yourself with your company tuition reimbursement guidelines. Some questions you may want to ask include:

- What are your company's requirements for courses to be eligible for tuition reimbursement?
- What do you need to provide at the end of the course to assure reimbursement (transcripts with grade, receipts of payment for tuition and course materials, etc.)

## 2. Is Renton Technical College (RTC) approved for my company's tuition reimbursement program?

Most tuition reimbursement programs require that you enroll at a U.S. accredited post-secondary college or university for a course to be eligible. RTC is an accredited post-secondary college through NWCCU, formerly NASC and you will receive college credits for the courses you take through RTC. For more information on this, please access: <http://www.nwccu.org/About/History/NWCCU%20History.htm>

## 3. Who can help me with any questions I might have?

We'd love to help you through the process. Get in touch with a representative at your local Berlitz language center or Cecilia Anaya at 1-888-324-2119 or email [rtc@berlitz.us](mailto:rtc@berlitz.us).

## 4. How soon can I get started?

For private instruction or Immerse and Converse courses, you should be able to start within one week of completing the registration. For group instruction, we have groups starting every few weeks, so your course should be able to start within weeks of your registering for the course. We will contact you with actual start dates upon receipt of the completed registration forms. Once you have identified the course that will best meet your needs and tuition reimbursement requirements, end in the completed forms to register for the course. These should be faxed to 877-393-9245. The course catalog and registration forms can be downloaded at <http://www.berlitz.us/clients/rtc1229/>.

## 5. What is the first step in getting enrolled at Renton Technical College?

Complete RTC forms— Registration/Change of Schedule, Registration Credit Card Authorization Form, and the Release Form and fax them to 425-671-0644. These forms are all attached to this document. The registration form should have your payment information on it or your registration will be incomplete. If paying by credit card, you will be asked to fill out an additional form authorizing the charges to your credit card. Company vouchers may be also valid forms of payments, depending on the company.

## 6. Will I receive confirmation that I am enrolled in the course?

Once you have completed the registration forms filled with all of the correct information and faxed them to 877-393-9245, we will confirm your program enrollment and start date by e-mail and/or phone.

## 7. Where will I get my course materials and how do I know what I will need?

You will purchase the required course materials from Berlitz directly and an official receipt will be provided for you to request reimbursement from your company if this is covered in your tuition reimbursement program. Fees for materials and taxes are not included in the cost of the program listed in the course catalog.

## 8. Will RTC send me a transcript with my grade in the mail?

No, however, upon completion of your program, your grade and transcript will be posted and available with your student ID and password online at [www.rtc.edu](http://www.rtc.edu).

## 9. For students taking the BVC classes delivered via internet, you will need to have a headset with a microphone. Prices for these devices vary and these headsets are not provided by Berlitz.

## 10. To register for these courses as a first time student of RTC, you must fill in the Registration/Change of Schedule form AND the Application for Admissions forms, For re-enrolling students, only the Registration/Change of Schedule form must be used. To help you in this process you may contact your Berlitz representative for guidance. The account manager for these courses is Cecilia Anaya. She may be reached by phone at 1-888-324-2119 or by email at [rtc@berlitz.us](mailto:rtc@berlitz.us)



Renton Technical College

3000 NE Fourth Street  
Renton, WA 98056  
425-235-2352  
www.RTC.edu  
**PLEASE PRINT**

# Registration/Change of Schedule

(5003)	(7001)	(4002)	(3001)	(5001)	(1002)	(4015)	Verified by: Official Use
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Student I. D. Number 809---		Student Social Security Number **Please see back page		Quarter of Registration: (please circle) Summer      Fall      Winter      Spring      20			
Last Name		First		MI		Previous Last Name(s)	
Address Number & Street, Route & Box P O			City		State		Zip
Day Phone ( )		Eve Phone ( )		Email Address		Gender    Male <input type="checkbox"/> Female <input type="checkbox"/>	
Birth date Month      Date      Year      Age		Emergency Contact Person		Phone ( )		Relationship	
<b>HOW WILL YOUR COURSE WORK RELATE TO YOUR CURRENT OR FUTURE WORK?</b> (please circle one) 11 Gain skills for a new job or career 12 Gain skills for my current job or career 13 Improve skills for a career change 14 Does not apply 90 Other				<b>WHAT IS YOUR MAIN LONG TERM GOAL FOR ATTENDING RENTON TECHNICAL COLLEGE?</b> (Please circle one) 11 Take courses related to current or future work 12 Transfer 13 High school diploma or GED 14 Explore career direction 15 Personal Enrichment 90 Other			

ADD CLASSES BELOW					
ITEM #	COURSE NAME	ENTRY CODE	START/END DATES	FEES	SIGNATURE FOR OVERLOAD OR CO-ENROLLMENT

Student Signature	(Parents may sign for students under 18 years of age)	Today's Date
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I hereby under penalty of perjury under the laws of the State of Washington RCW 91.72.085 that to the best of my knowledge, all statements on this form are true and correct. I have been given the opportunity to read a statement of the college's policies on fees, attendance, conduct, parking and dress.

DROPPED CLASSES BELOW					
ITEM #	COURSE NAME	CANCEL DATE	REASON FOR DROP		COMMENTS AND DATE
			___ Medical	___ Family Needs	Official Use
			___ Work Conflict	___ Doing Poorly	
			___ Financial	___ Military	

**PLEASE COMPLETE BACK SIDE**

**INSTRUCTIONS: This page is to be completed by new students or returning students who have not attended in the last four quarters.**

Do you have a disability? (Answering is optional; this information will be used for tracking only).

No \_\_\_\_\_ Yes \_\_\_\_\_ Please identify the nature of the disability: (circle one only)

- |                        |                                       |
|------------------------|---------------------------------------|
| 1 Deaf/Hard of Hearing | 5 Blind/Visual                        |
| 2 Mobility             | 6 Chronic/Acute Health                |
| 3 Speech/Language      | 7 Neurological/Central Nervous System |
| 4 Learning             | 8 Psychological/Emotional             |

If you have a disability and would like to request an accommodation, please contact the Special Needs Counselor at ext. 5705 or by TTY 425-235-5811

Is English your primary language?  Yes  No How fluent are you in English? (please check one) 1. Not at all \_\_\_\_\_ 2. Somewhat \_\_\_\_\_ 3. Very \_\_\_\_\_

The State of Washington uses the responses to the following questions to measure the progress of students toward stated goals.

How long do you plan to attend Renton Technical College? (please circle)

- 11 One quarter
- 12 Two Quarters
- 13 One year
- 14 Up to two years, no degree planned
- 15 Long enough to complete degree
- 16 Don't know
- 90 Other
- 99 No Responses

What is your work status while attending Renton Technical College? (please circle)

- 11 Full-time homemaker
- 12 Full-time employment (including self-employment & military)
- 13 Part-time off campus
- 14 Part-time on campus
- 15 Not employed, but seeking employment
- 16 Not employed, not seeking employment
- 90 Other
- 99 No Response

What is your prior education level upon entry to Renton Technical College? (please circle)

- 10 Less than 9<sup>th</sup> grade
- 11 Less than high school graduation
- 12 GED
- 13 High School Graduation
- 14 Some post high school, no degree or certificate
- 15 Certificate (less than two years)
- 16 Associate Degree
- 17 Bachelor's Degree or above
- 90 Other
- 99 No Response

What is your current family status? (please circle)

- 11 Single parent with children or dependents
- 12 Couple with children or dependents
- 13 Without children or dependents
- 90 Other
- 99 No response

"Renton Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director, Human Resources Development, 3000 NE 4<sup>th</sup> Street, Renton, WA 98056, (425) 235-2352."

\*\*To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment degree and academic records, and to conduct institutional research. If you do not submit your SSN/ITIN you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S - 1 (e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Education Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.



# *Renton Technical College*

## **Berlitz Registration Credit Card Authorization Form**

*To be filled out if paying by credit card*

Date: \_\_\_\_\_

Student ID or SS# \_\_\_\_\_

I \_\_\_\_\_, authorize Renton Technical College to charge my Visa or Master credit card number:

(Name as shown on the credit card)

\_\_\_\_\_ expiration date \_\_\_\_\_ 3 digit security code # \_\_\_\_\_ (On back of card).

To pay for tuition in the amount of \$ \_\_\_\_\_.

Phone # of the credit card owner/authorized signature: (\_\_\_\_\_) \_\_\_\_\_.

Name and Address of Credit Card Owner:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized signature on the account:

\_\_\_\_\_

**(PLEASE SIGN)**



*Renton Technical College*

3000 NE Fourth Street, Renton WA 98056-4195

**PERMISSION TO RELEASE INFORMATION REGARDING ATTENDANCE, AND/OR ACHIEVEMENT AT RENTON TECHNICAL COLLEGE**

I hereby give my permission to Renton Technical College to release information to any sponsoring governmental, private agency or prospective employers regarding my attendance, grades and/or general progress at Renton Technical College.

Date: \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

**Fax this completed form to 877-393-9245**