

Underage Admission Exception to Policy

The programs and classes at South Seattle College are designed for adults age 18 and over and such students have enrollment priority. Other applicants will be considered for admission on an individual, space-available basis. Criteria for granting an exception are:

- The individual is competent at an appropriate academic level and/or artistic or technical level to be successful.
- The individual has the ability and maturity to participate in an adult learning environment.
- The individual is under 18 years of age and at least high school Junior status by the **start** of the quarter.
- The individual has not completed high school or earned a GED.
- The individual is not enrolled in Running Start.
- If the student is under 16 years of age and will hold at least high school Junior status by the **start** of the quarter, the student must meet with and gain permission to enroll from the Vice President of Student Services, in addition to the steps listed below.

Applicants for underage admission to South Seattle College are required to complete the following steps prior to consideration for an admissions exception:

- Complete a [South Seattle College Application for Admission](#) online.
- Complete **Part I** of the **Underage Admission Permission** form.
- Complete a [Placement Test](#).
- Obtain an **official transcript** from your high school. The transcript must be delivered unopened in a sealed high school mailing envelope.
- Write a letter stating why permission to enroll at South Seattle College is requested. This letter must be written by the student, must reference the courses to be taken and address why this educational need cannot be met elsewhere.
- **Part II** of this form must be completed by your high school counselor or high school designee if you plan to earn a high school diploma from your current high school.
- Students planning to earn a high school diploma from South Seattle College must obtain a **written release** from the Student Placement Office of Seattle Public Schools (or from your high school principal if you do not attend in the Seattle Public School District).
- **Part III** of this form must be completed by your parent or legal guardian.
- Make an appointment to meet with Tara Compton, Assistant Director of Advising and Running Start or Jesse Knappenberger, Dean of Student Achievement, by calling 206-934-5387. Bring this form, along with the above documents, and your placement scores, to your advising appointment.
- Please note that it may be necessary to meet with course instructor(s) prior to enrolling. Admission is on a **quarterly** basis. Students are expected to make **satisfactory progress** to continue at the school as an underage student for subsequent quarters. Students must complete all of the above **steps each quarter** they wish to attend.

Underage Admission Permission Form

Part I: To be completed by student

Name: _____ Birthdate: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ South Seattle College Student Identification Number: _____

Part II: To be completed by High School

_____ High School authorizes the above student to enroll in classes at South Seattle College. Please indicate the course(s) the student is required/recommended to take at South.

Please note it is the student's responsibility to request an official South Seattle College transcript be sent to this high school upon completion of the course(s).

Date: _____ School Official Signature: _____

School Official Title: _____

Part III: To be completed by Parent/Legal Guardian

I hereby give permission for _____ to enroll in the above classes at South Seattle College and agree to be responsible for the cost of tuition, books, supplies and any other fees.

Date: _____ Parent/Guardian: _____

Part IV: College Staff Signature Required

Date: _____ Assistant Director of Advising and Running Start: _____ **OR**

Date: _____ Dean of Student Achievement: _____

OFFICE USE ONLY: Received by (Staff Initials)/Date _____