

## UNDERAGE ADMISSION PROCESS

Applications for Underage Admission will be accepted for students who fall into the following categories:

- Under 18 years of age
- Have attained at least high school junior standing
- Have not completed High School or a GED
- Are not enrolled in Running Start

### **Underage Exception to Policy Application:**

All students who meet the above requirements must complete the following steps prior to being considered for an admissions exception:

1. Submit a [North Seattle College Online Admissions Application](#)
  - a. Once your application is processed, you will receive an Admissions email which includes your ctcLink ID number.
2. All underage applicants are required to show English or math placement. Math placement is required for math and some science classes. Once you've received your ctcLink ID number, check the [Placement website](#) to learn about documents accepted for placement.
3. Obtain an unofficial transcript from your high school.
4. Write a letter explaining, in detail, the reason for requesting permission to be admitted as an underage student. This should be completed by the student.
5. Get school and parent/guardian permission:
  - a. Your high school counselor or designee must provide a letter indicating the recommended college class(es) and reasons for the recommendation(s). If you are home schooled, have your district's Home School Resource Office or designated authority provide the letter of recommendation.
  - b. Complete the Underage Permission Form (page 2 of this document), obtaining signatures from the high school counselor and parent/guardian.
6. Note: Students planning to earn a high school diploma from NSC must obtain a written release to attend NSC from the Student Placement Office of Seattle Public Schools (or if not within Seattle Public Schools area, from your high school principal)
7. Submit all application materials by emailing [nscstart@seattlecolleges.edu](mailto:nscstart@seattlecolleges.edu) and schedule an appointment to register for classes.

NOTE: If you are admitted to the college, it will be on a **quarterly basis**. You will be expected to make satisfactory progress in your course(s) to continue at the school as an underage student for subsequent quarters. **The Underage Student Permission form must be completed before registration each quarter.**

# UNDERAGE STUDENT PERMISSION FORM

Year: \_\_\_\_\_ Quarter (Fall/Winter/Spring/Summer): \_\_\_\_\_

Student Section	
<b>Name:</b> _____	<b>Birth date:</b> _____
Street Address: _____	
City: _____	State: _____ Zip: _____
Email: _____	
Telephone: (    ) _____	
Name of High School: _____	
Current Grade Level: _____	ctcLink ID Number: _____
Date: _____	Student Signature: _____

High School Counselor Section *
Please list courses recommended by the high school for this quarter:
Course: _____
Course: _____
Course: _____
Course: _____
Date: _____ Counselor Signature: _____
*Please also complete Step 5a on page 1, providing a statement of recommendation for admission.

Parent/Legal Guardian Section
I hereby give permission for _____ to enroll in the above classes at North Seattle College and agree to be responsible for the cost of tuition, books, supplies and any other fees.
Date: _____ Parent/Guardian Signature: _____