



## Request for Waiver of Admissions Requirements For Underage Students

*Students under the age of 17 who are not participating in the Concurrent Enrollment Program with their high school district must request a Waiver for Admissions Requirements for Underage Students. Students under the age of 17 are not guaranteed open enrollment.*

*If you are participating in the Concurrent Enrollment Program please contact the High School Relations Office at (303-914-6350) to complete the required paperwork.*

### Steps to complete enrollment:

1. Complete the RRCC application at <http://www.rrcc.edu/admissions/> including the **online orientation, COF, and student Email activation**. For assistance please contact the Admissions office at 303-914-6543. *Being issued a student ID number does not guarantee underage enrollment acceptance.*
2. The placement test is required prior to registration for all students under the age of 17 entering for the first time. An appointment is **not** necessary however you may contact the Assessment Center at 303-914-6720 for check-in hours. A study guide is available at <http://www.rrcc.edu/assessment/accuplacer-study-guides>. The placement test takes 1 – 2 hours. **A photo ID** (driver's license, student ID or State of Colorado ID card) is required. No exceptions.
3. If you are requesting enrollment in an advanced foreign language class, you will need to contact the coordinator of the Foreign Language department to schedule a foreign language placement test. Contact Meredith Hibit at 303-914-6557 or [meredith.hibit@rrcc.edu](mailto:meredith.hibit@rrcc.edu) to set up this appointment.
4. Return your completed and signed packet including the Payment Agreement, and supporting documentation to Janis Eagan in the Admissions Office located on the Lakewood campus in Room 1305.
5. When the completed packet of information is received, it will be evaluated for completeness. **In all cases, all applications for a waiver of age requirements must be submitted for review at least 2 weeks before the first day of the semester. Late waiver applications cannot be guaranteed for review prior to the semester start date.**
6. After a final decision has been reached, you will be contacted by phone or email of acceptance or denial.
7. Once acceptance is established, underage students will be notified of the decision and registered for the course/s by Janis Eagan. You will be responsible for payment of all tuition and fees. It is your responsibility to know and understand all policies and procedures relating to course withdrawals and tuition refunds.
8. **Participation in enrollment to RRCC begins a student's college experience and a permanent college transcript.** *In contrast to the AP program (where college credit is granted upon successful completion of a national examination and no record is kept on the student's college transcript if the exam is not passed), registration for enrollment constitutes a commitment to enter the final course grade on the student's permanent college record, regardless of the results.* Furthermore, credit is earned by performance and participation throughout the course, rather than by an exit examination alone.
10. If you have any questions or concerns about the Underage Waiver process, please feel free to call Janis Eagan in the Admissions office at (303) 914-6543 or [Janis.eagan@rrcc.edu](mailto:Janis.eagan@rrcc.edu).

**\*Request for Waiver of Admissions Requirements**

Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Red Rocks S Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current School: \_\_\_\_\_ Grade: \_\_\_\_\_

Semester for enrollment:     Fall    Spring    Summer    Year: \_\_\_\_\_

**Please enter course information below:**

CRN	Course	Section Number	Credit Hours	<i>For Office use only</i>	
				<input type="checkbox"/> approved	<input type="checkbox"/> disapproved
				<input type="checkbox"/> approved	<input type="checkbox"/> disapproved
				<input type="checkbox"/> approved	<input type="checkbox"/> disapproved
				<input type="checkbox"/> approved	<input type="checkbox"/> disapproved

The requirements for admission into any of the *Community Colleges of Colorado* state that students must be at least seventeen years of age. You may be granted a waiver based on extenuating circumstances. If approved, this waiver applies only to specific courses. **All applications for a waiver of age requirements must be submitted for review at least 2 weeks before the first day of semester classes.**

In order to help ensure that those requesting a waiver will be successful in a postsecondary environment, the following materials will be used in determining the merits of the request. Please submit the following documents:

1. \_\_\_\_\_ Official transcript(s) of all education completed.
2. \_\_\_\_\_ Completion of RRCC academic placement tests. **A Colorado ID (or other acceptable forms of picture ID) is required when taking the placement tests, no exceptions.**
3. \_\_\_\_\_ Completion of foreign language placement test (*required for students requesting an advanced-level foreign language class*)
4. \_\_\_\_\_ Letter(s) of recommendation from:
  - a. \_\_\_\_\_ a school-based committee, signed by the principal, stating the student has exhausted the educational alternatives offered by the district and is academically and socially prepared for a postsecondary environment
  - b. \_\_\_\_\_ a child development specialist or other professional stating the student has the necessary skills to successfully participate in a postsecondary environment

(cont.)

**Request for Waiver (cont.)**

- 5. \_\_\_\_\_ Official copies of additional standardized test results
- 6. \_\_\_\_\_ Portfolio of relevant educational accomplishments (awards, accolades, etc.)

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**Student:** I authorize Red Rocks Community College to release information regarding this waiver process or my academic record, upon request, to the Parent or Official Guardian listed below. I also understand that no special class accommodations will be made solely in consideration of my age.



Have you applied for the College Opportunity Fund (COF)? If you are a Colorado resident, you must apply for COF to receive the in-state tuition stipend which pays for a portion of your tuition. The College application asks the question to allow your information to be used to apply for COF. Your signature authorizes Lifetime Payment of your COF stipend (if eligible) to RRCC for all courses listed above. You can also apply for COF at [www.rrcc.edu](http://www.rrcc.edu) if the question was missed on the College's application.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Official Guardian:** By signing below I understand that, should my son or daughter be admitted into a course(s), the college has no responsibility to provide any special accommodations in consideration of the student's age, nor is the school district obligated for any costs associated with the enrollment.

Denial of a waiver request may also occur due to liability, health and safety, and accreditation issues.

**Printed Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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Red Rocks Community College has approved/disapproved your enrollment in the course(s) indicated above.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Please note that a registration form must be submitted to Janis Eagan for each semester until the student reaches the age of seventeen. Additional supporting documentation is welcomed at any time.

**PLEASE RETURN THE COMPLETED FORM TO:**

Janis Eagan - Admissions  
Red Rocks Community College  
13300 West 6<sup>th</sup> Avenue, Box 5  
Lakewood, CO 80228-1255

Student ID: S \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Semester:  Fall  Spring  Summer

Year: \_\_\_\_\_



## Student Payment Agreement

Dear Student:

The following is the Agreement between us (Colorado Community College System) and you, regarding our delivery of educational services for which you agree to pay in the future in accordance with this Agreement. The Colorado Community College System includes Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero Junior College, Pueblo Community College, Pikes Peak Community College, Red Rocks Community College, Trinidad State Junior College, and the System Office hereinafter collectively referred to as the "College". By signing or clicking below, or by registering and/or attending classes, you show your agreement with, and are legally bound by this Agreement.

**1. Use of Account** – You authorize us to add to your account all tuition, fees, fines, and other charges incurred by you as a result of registering and/or attending classes provided by College.

**2. Promise to pay** – By registering for classes or authorizing charges to be added to your account, you represent to us that you have the intention and ability to pay and you promise to pay for all charges placed on your student account as well as any service fees or collection fees, if any, that may be due. This includes subsequent registrations for this term and any part of term during this period of registration. It also includes 100% of the tuition and fees for all withdrawn courses and any outstanding balances that may be the result of an overpayment to you, return of Title IV or financial aid funding to the federal government or grantor, or College error.

**3. Student Account and Billing Statement** – Your student account activity is available electronically via the student portal. In addition, the College may send electronic billing statement notices to your College-issued email address on record. The College may also send paper billing statements to your physical address on record with the College of attendance, but is not required to do so. Failure by you to view your student account or receive any billing statement does not constitute valid grounds for waiving late payment penalties, collection fees, or registration, grade, diploma or transcript holds.

**4. Updating Contact Information and Information Sharing** – You understand and agree that you are responsible for keeping College records up to date with your current physical addresses, email addresses, and phone numbers by updating the student portal or providing this information in writing to the College. Upon leaving the College for any reason, it is your responsibility to provide the College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the College. You also agree the College may update your student account information with information received from the U.S. Postal Service the National Student Loan Database Service, or other sources. Moreover, you specifically authorize us to share your contact information with other education loan providers solely for the purpose of collecting an educational debt from you. You may withdraw this authorization by writing to the College, at any time.

**5. Minimum Payment** – Billed tuition, fees, and other charges are due in full by the payment deadline determined by the College. Check with your College of attendance for more information. Accounts not paid in full by the College deadline will be placed on hold for future registration, grades, diplomas, and transcripts. This hold on services will be upheld by all Colleges within the Colorado Community College System.

**6. Types of Payments** – The College is able to accept payment on your student account by cash, check, money order, and most major credit cards. Deferred payment plans and third party payer authorizations may also be available at your College of attendance. Check with your College of attendance for more information. Payments are accepted in person or by mail at your College's cashier's office. Credit card payments are accepted online through your student portal.

For more information on paying online, contact your College's cashier's office. If you have previously provided a check that was dishonored by your financial institution (insufficient funds check or EFT) or you have previously filed bankruptcy, you may be required to pay in cash or with other certified funds. Check with your College of attendance for more information.

### 7. Other Fees

- **Returned Check Fee** – A returned check fee may be added to your student account for any check returned by your financial institution. The College reserves the right to pursue all legal remedies available to collect on a returned check. You may be required to use certified funds to make payments.
- **Collection Fees** – Collection fees will be charged on the unpaid balance of your student account, including internal collection fees of no more than 40% of the unpaid balance, after internal collection efforts have failed to encourage you to pay your account or enter into a payment agreement. Your student account will be sent to a collection agency and you may be reported to one or more credit bureau reporting service(s). To the extent permitted by law, you agree to pay all costs, fees and disbursements, including collection fees and reasonable attorney's fees, incurred by the College in legal proceedings to collect or enforce your indebtedness.
- **Late Charges** – A late charge may be assessed each month in which there is an unpaid balance.

**8. Payments** – Payments and credits posted after the due date totaling less than the entire balance you owed will reduce your balance due as of the date posted but will not remove restrictions and holds on registration, grades, diplomas, and transcripts. All payments received by the College will be applied to the billed unpaid balance. Payments made to your student account through the Office of Financial Aid will be applied as mandated by the State, the Federal government or the organization providing the funds. Any excess amount paid to your student account through the Office of Financial Aid will be automatically refunded to you, without a request on your part. If you have activated your student refund payment account, your refund will be processed according to the refunding preference you established with the student refund processor. If you do not have a current account with the processor, a check will be mailed to your address on file.

Please note that federal financial aid regulations do not permit the College to automatically apply your upcoming financial aid refund to a past due balance from a previous term. If you expect a refund of financial aid to pay-off a prior term balance from a previous financial aid year, you will need to personally receive the refund and then separately pay your balance due at the College's cashier's office. Similarly, financial aid received at one College may not be applied to a balance you owe at a different College.

**9. Withdrawal** – If you do not officially withdraw or drop from registered courses during the 100 percent tuition refund/credit period, you will be responsible for paying full tuition amount and fees based on the date that you officially withdraw. You may incur additional charges, including but

not limited to, room, board, and other departmental or College fees. Refer to your College's withdrawal or drop policies for additional details on official withdrawal dates and tuition and fees payment dates.

**10. Hold on Services** – You will not be permitted to register for class, receive your diploma, certification or transcript, if you have an outstanding financial obligation at any College other than a loan that is not yet due or on which payments are current. Outstanding financial obligations may result from student tuition and fees or from any other activity with a system College, including, but not limited to: unpaid parking tickets, library fines, field trips, international trips, activities, health clinic services, childcare service, or any other applicable charges. In addition, the College may withhold other services if you have an outstanding financial obligation with any other College within the Colorado Community College System.

**11. Credit Reports** – By accepting this agreement you authorize the College to release personal and financial information about your account to national credit reporting agencies, and others. The College may obtain a credit report on you at any time in the future to review your student account and information from that review may be used to influence your ability to obtain credit with the College.

**12. Entire Balance Due** – If you fail to make a required payment when due or break any other promise under this Agreement or a separate payment agreement, the College can declare the entire balance of your student account due and payable at once without notice or demand.

**13. Removal from Classes** – The College reserves the right to drop you from all enrolled classes for failure to abide by this Agreement or any other payment agreement you have entered into with the College.

**14. Agreement not Dischargeable in Bankruptcy** – If you have a balance due on your student account for any reason, this Agreement acts as a promissory note for that balance due as defined by the U.S. Bankruptcy Code at 11 U.S.C. § 523(a)(8). Under the terms of this promissory note and Agreement, the College agrees to provide you with educational and other services and to provide some or all of those services without first receiving payment in full from you. Under the terms of this promissory note and Agreement, you agree: 1) you have received services provided by the College in advance of receiving full payment from you; 2) to pay for tuition, fees, and other costs charged by the College by the published or assigned due date; and, 3) that as an educational loan defined in 11 U.S.C. § 523(a)(8), your debt to the college shall not be discharged by your bankruptcy.

**15. Telephone Consumer Protection Act (TCPA)** – You authorize the College and their respective agent(s) and contractor(s) to contact you regarding your overdue student account balance, your loan request or your loans(s), including repayment of your loan(s), at the current or any future telephone number either provided or acquired from your cellular phone or other wireless device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages. You also acknowledge you may withdraw consent to call your cellular phone by submitting a request in writing to the College or to the applicable contractor or agent contacting you on behalf of the College.

**16. Change of Terms** – The College may change the terms of this Agreement at any time. The College will provide notice of such change to you on your student portal and allow you the opportunity to pay your student account in full if you dispute any changes. It is your responsibility to ensure you are aware of any changes, including changes to any and all tuition and fees. Changes may apply to all outstanding unpaid indebtedness and to any future transactions on your student account.

**17. Disclaimer of Liability** – The College offers your student account in our own interests and disclaims any duty or responsibility other than those expressly set forth in this Agreement.

**18. Assignment** – The College may assign your student account and any of our rights under this Agreement without your consent or notice to you.

**19. Governing Laws** – This Agreement will be governed by the laws of the State of Colorado and all applicable federal laws. Any provision of this Agreement that is rendered null and void by the operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

**20. Notices** – All notices required to be given by the College in connection with your student account shall be deemed to have been delivered on the day when they are deposited in the United States mail, properly addressed and with postage prepaid. Any notice by email is considered received when the email enters the information processing system that you have designated or use for the purpose of receiving email. Your student account information is considered received when the information is posted on your student portal.

**21. Billing Rights Summary** – In case of errors or questions about your student account, if you think your student account is inaccurate, or if you need more information about a transaction on your student account, notify the College immediately at the address shown on your bill, or call the College cashier's office at the number on your bill.

**22. State of Colorado Offset** – As an agency of the State of Colorado, the College has the authority to intercept state income tax refunds or other funds due to you from the State of Colorado (vendor, lottery, gaming etc.) for debts owed to the State. You will receive notification from the Colorado Department of Revenue if your state income tax refund is intercepted as a result of debts owed to the State.

**23. College's Right to Terminate** – The College reserves the right to terminate your privilege of paying your account under payment plans. In the event of such a termination, the entire balance shall be immediately due and payable. Your failure to pay the entire balance by the billing statement due date shall result in the account being handled as a past due account.

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**In order to register for classes, Students under the age of 18 must complete this Agreement in paper form with the student and parent signatures.**

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By reading and signing this document, you signify your acceptance of this statement regarding payment of fees. **You must agree to this statement regarding payment of fees as a condition to registering for classes.**

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent or Legal Guardian Name (Printed)

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

\_\_\_\_\_  
Parent or Legal Guardian Signature Date

\_\_\_\_\_  
Parent or Legal Guardian Social Security Number

**DO YOU HAVE QUESTIONS??**  
**Reach us by phone: 303-914-6600**  
**Get help by email: [Admissions@rrcc.edu](mailto:Admissions@rrcc.edu) or [Cashiers.Office@rrcc.edu](mailto:Cashiers.Office@rrcc.edu)**