



**Advisor Approval for Promise Scholars Taking MCO/MWTEC Courses**

Mason County Promise Scholars taking courses for the following programs at MCO/MWTEC colleges must complete this form with their WSCC advisor: Computed Tomography (CT), Electroencephalogram (EEG), Magnetic Resonance Imaging (MRI), Medical Assistant (MA), or Surgical Technology.

**Scholar Information:**

Promise Scholar Name: \_\_\_\_\_

Major/Program: \_\_\_\_\_ Semester Starting the Program: \_\_\_\_\_

**Advisor Information:**

Approval by (Advisor Name): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Approved Promise Scholars:**

**1. Registration and Payment:**

- You are responsible for registering for required course(s) at the MCO/MWTEC partner college.
- You must arrange for advanced payment for the course(s) tuition. Note that tuition rates at MCO/MWTEC partner colleges may differ from WSCC’s course costs.
- If your financial aid grant-related refund at WSCC does not cover the amount of MCO/MWTEC tuition for the required courses, WSCC can reimburse you for the tuition and mandatory fee costs not covered by your financial aid grant-related refund amount.

**2. Documentation Submission:**

- To request reimbursement, provide proof of payment (receipt) and proof of current enrollment (schedule) to the WSCC Business Office (Admin. Building) as soon as possible after beginning the course and no later than the end of the semester in which the course was taken. Once your Promise Scholar status and financial aid award have been verified, reimbursement will be issued.
- WSCC will invoice the actual costs for tuition and fees to the Mason County Promise Zone.

**3. Additional Costs:**

- Non-tuition costs (travel, testing, course materials, etc.) are your responsibility.
- The Promise Zone will cover each required MCO/MWTEC course one time per scholar. Course repeats due to failure or withdrawal will not be covered without an approved appeal through the Promise appeals process. Appeals can be filed at [MasonCountyPromise.org](http://MasonCountyPromise.org).

**Scholar Agreement:**

- I understand and agree to the terms outlined above. I will submit this advisor-approved and scholar-signed form to the Mason County Promise Zone by the specified deadlines for reimbursement eligibility.
- **Scholar Signature:** \_\_\_\_\_

**Submission Deadlines:** Fall Semester: **August 1**; Winter Semester: **December 1**; Summer Semester: **May 1**

**Submit this form to:** [info@masoncountypromise.org](mailto:info@masoncountypromise.org)