

Medical Assisting Application Fee Form

You must pay two non-refundable fees in order to apply to the Medical Assisting Program, \$25.00 application fee and \$11.00 Washington State Patrol Background check fee. This form is to be submitted to the Business Office with your payment. Please do not send in with your application.

You may pay these fees in one of three ways:

- 1) By mailing a check **with this completed form** to WCC Business Office, Attn: MA Application Fees, 237 W Kellogg Road, Bellingham, WA 98226. Make check payable to, "Whatcom Community College." **Do not mail your fees with your MA application.**
- 2) In person at the WCC Cashier's office, **Mon – Thurs, 9:00am – 5:00pm**, located in the Laidlaw Building, 237 W. Kellogg Road, Bellingham, WA 98226.
- 3) Over the phone with a credit card at 360.383.3363, Mon – Thurs, 9:00am – 5:00pm. You must provide your ctclink ID number.

Note: These fees are non-refundable. If you are not admitted to this program with your initial application, there will be no refund of the fees.

Student Name:

Last

First

MI

ctclink ID Number:

Please do not include this form with your application

Whatcom Community College Medical Assisting Program Application Checklist

Below is a checklist to help you ensure that all your Medical Assisting Program application materials have been submitted. Please submit this completed checklist with the rest of your application materials. **Submit your materials in one complete packet**, by the stated deadline, to provide best consideration of your application. It is your responsibility to ensure that the Program Specialist has received all Medical Assisting Program application materials.

The following has been submitted (if any of the below is missing, please explain why next to the item):

- WCC Application for Admission** Your admissions application is active for one year. If it has been more than a year since you applied, please reapply.
- I have paid \$36 Entry fees** and the receipt has been sent to the program by the Business Office.
- Application Checklist** (this form)
- MA Program Application**
- Personal Statement**
- Official Transcripts from all previously attended colleges where you earned credits that may apply to the MA degree*** Transcripts may be included in the packet or sent directly from the college. (WCC official transcripts are not required.)
- I have taken Math 94 or placed into Math 97 or higher.**
<https://www.whatcom.edu/future-students/get-started-at-orca-central/placement-info/math-placement> and
- I have taken ENGL 95 or placed into ENGL& 101.**
<https://www.whatcom.edu/future-students/get-started-at-orca-central/placement-info/english-placement> OR
- I have taken ENGL& 101**
- Hybrid Program Applicants Only:** Go to <https://www.sbctc.edu/becoming-a-student/right-degree-you/is-online-learning-for-me.aspx> to take the “Is Online Learning for Me?” quiz. Please incorporate and reflect on your results/score within your personal statement.
- I have a High School Diploma or equivalent**

*Please contact Advising & Career Services at 360-383-3080 or by email at advise@whatcom.edu to speak with an Advisor for assistance in determining how courses taken from previous colleges will transfer.

Whatcom Community College Medical Assisting Program Application

Thank you for applying to Whatcom Community College’s Medical Assisting Program. Please fill out the following application completely and legibly. Return with the required materials to:

**Whatcom Community College
MA Program, HPEC 104
237 W Kellogg Road
Bellingham WA 98226**

Not Orca Central

- I am applying to the Medical Assisting program Spring Quarter 2025.**
Deadline for best consideration: **February 28, 2025**, for **complete** packet **and** all related materials. Late applications may be considered on a space available basis.

Please complete:

Name		
First	MI	Last
Address		
City	State	Zip code
Phone		
Email		
ctcLink ID Number		

This form has been completed to the best of my knowledge and **I hereby authorize WCC to perform a Washington State Patrol criminal background check**, maintain the record until I graduate or withdraw from the program and share the information as requested by clinical sites. I understand that at such time as I am placed for my practicum, I may be required to pay for a national background check if requested by the practicum site. For more information, please refer to the Legal Aspects of Enrollment and Employment section in the General Information of the current catalog.

Signature: _____ **Date:** _____

Whatcom Community College Medical Assisting Program

Personal Statement

A personal statement is required of each applicant. It must be typed, between one and two double-spaced pages, and in size 11 font.

The applicant's answers to the following questions are required:

1. Why did you choose to pursue training to become a Medical Assistant?
2. Describe in your own words what it means to be a professional.
3. What are your personal strengths and weaknesses and how do these relate to your ability to be successful in the MA program? Be specific.
4. Students in this program spend an average of 40 hours per week doing coursework in class or online, completing homework and studying. Please describe your plan to successfully complete this course load, as well as balance personal life.

The personal statement will be reviewed for the following components to be considered complete:

- Ability to follow directions according to instructions above.
- Responding to all prompts listed above.
- Ability to organize thoughts.
- Ability to express oneself in writing, using correct grammar and punctuation.