# **CCA of WA Scholarships** How to get your schedule and tuition documentation in ctcLink

## **Enrollment Information**

1. From the ctcLink Student Homepage, select “Manage Classes”
2. Select the academic quarter
3. Click the “Printable Page” button
4. A new window will appear showing your classes, full name, academic term, and your college’s name. Use the “Print” button to print to a PDF

### Enrollment Information: Screen Shots

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, text

Description automatically generated

A screenshot of a computer

Description automatically generated

## **Tuition Information**

1. From the ctcLink Student Homepage, select “Financial Account”
2. In the menu on the left-hand side of the page, select “Charges” and “Charges Due”
3. Switch the view to “Detail of Charges Due”
4. Take a screen shot of the page to save all information. Printing the webpage to a PDF tends to cut off the right-hand side of the page. Use the Print Screen (PrtScr) button on your keyboard, the Snipping Tool (Windows), Grab (Mac) or take a photo of the screen.

### Tuition Information: Screen Shots

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, Word

Description automatically generated

Graphical user interface, table

Description automatically generated

### **Send all schedule information to** [**scholarships@childcareawarewa.org**](mailto:scholarships@childcareawarewa.org)

Once we have received your enrollment and tuition information, we will email you if any additional information or documentation is required. You will receive a copy of the tuition voucher email that is sent to your college.