

UNDERGRADUATE APPLICATION PACKET

INDIANATECH

College of Professional Studies

www.IndianaTech.edu/CPS

THE COLLEGE OF PROFESSIONAL STUDIES

Admissions Requirements

The College of Professional Studies offers two programs for undergraduate students: the Accelerated Degree Program and the Distance Education Program.

The Accelerated Degree Program is designed to serve the working adult student. The assumption of the university is that by working for a period of time prior to the pursuit of a college degree, the student will have attained considerable knowledge, maturity, and discipline not found in younger students. These characteristics are deemed essential for success in the program and therefore are incorporated into the admissions requirements for the Accelerated Degree Program.

The Distance Education Program offers options for online course work and independent study and does not have any age restrictions for admissions.

Students seeking admission to the College of Professional Studies must:

- Be 23 years of age or older with three years of work experience (Applies only for the Accelerated Degree Program. There is no minimum age for the Distance Education Program.)
- Complete the Application for Admission and pay the application fee
- Provide an official copy of the student's high school transcript or GED Certificate (A high school transcript is not required if the student has earned an associate degree.)

Application Checklist

This Undergraduate Application Packet is your guide to getting started on earning an associate or bachelor's degree at Indiana Tech.

All of the forms you need for the application process are included in this booklet. You also can find these forms online at www.IndianaTech.edu/Forms.

This checklist can help you stay on track with your goals.

- Complete the four-page Application for Admission and return it with the \$25 application fee to the campus at which you plan to take classes.
- Use the Transcript Request Form to have an official copy of your high school transcript sent to Indiana Tech (if you don't have an associate degree).
- Use additional Transcript Request Forms to have official copies of transcripts from other colleges and universities you have attended sent to Indiana Tech. Do not send this form to Indiana Tech; send it to the college or university you attended. If you need additional forms, please photocopy the form.
- Complete the Payment Options Form before registering for your first class.
- Sign the Textbook Rental Agreement to indicate your understanding of Indiana Tech's textbook policy.
- If you will be using financial aid, complete the Letter of Intent form to indicate your enrollment plans and your preference for handling of any excess funds.

INDIANA **TECH**

www.IndianaTech.edu/CPS
(800) 288-1766

Application for Admission

College of Professional Studies

INDIANA**TECH**

Student Information

Full Legal Name: _____
Last First Middle Maiden

Home Address: _____
Street

_____ City State Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

E-mail Address: _____

Social Security #: _____ Gender: Male Female

Place of Birth: _____ Date of Birth: _____

County of Residence: _____ Country of Citizenship: _____

Ethnicity/Race: *Optional, will be used for statistical purposes only.*

1. First please designate your ethnicity as:

- Hispanic or Latino Not Hispanic or Latino

2. Then please indicate one or more races that apply among the following:

- American Indian or Alaska Native
 Asian
 Black or African-American
 Native Hawaiian or Other Pacific Islander
 White

Academic Preferences

Preferred class location:

- Elkhart Fishers Fort Wayne Greenwood Huntington Indianapolis (Pyramids)
 Kendallville Louisville Mishawaka Munster New Albany Plainfield
 Warsaw Other class site _____ Online Independent Study

Preferred start date:

- Session 1 (July) Session 2 (Aug.) Session 3 (Oct.) Session 4 (Nov.)
 Session 5 (Jan.) Session 6 (Feb.) Session 7 (April) Session 8 (May) Session 9 (June)

Please choose which degree you will pursue from the list below (note that not all degrees are available at all locations).

Associate Degrees

- A.S. in Accounting
 A.S. in Criminal Justice
 A.S. in Business Administration – Management
 A.S. in Business Administration – Production Management
 A.S. in General Studies
 A.S. in Health Information Technology
 A.S. in Industrial and Manufacturing Engineering

Bachelor's Degrees

- B.S. in Accounting
 B.S. in Business Administration – Health Care Administration

- B.S. in Business Administration – Human Resources
 B.S. in Business Administration – Management
 B.S. in Business Administration – Marketing
 B.S. in Business Administration – MIS
 B.S. in Criminal Justice – Crime Analysis
 B.S. in Criminal Justice – Criminal Justice Administration
 B.S. in Criminal Justice – Rehabilitative Services
 B.S. in Human Services
 B.S. in Industrial and Manufacturing Engineering
 B.A. in Information Systems
 B.S. in Organizational Leadership
 B.S. in Psychology

High School Information

Please list the name, city, and state of the high school from which you received your diploma:

Name of high school	City	State
Name at time of graduation		Year of graduation

The State of Indiana requires us to have on file an official copy of every student's high school transcript unless you have earned a college degree at the associate level or higher.

Have you requested that the appropriate transcripts be sent to Indiana Tech? Yes No

College Experience

Please list the colleges and universities that you have attended as a full-time or part-time student.

1.	College/University	Name While Attending	Dates Attended	Credits Earned
2.	College/University	Name While Attending	Dates Attended	Credits Earned
3.	College/University	Name While Attending	Dates Attended	Credits Earned
4.	College/University	Name While Attending	Dates Attended	Credits Earned

Are you submitting CLEP/DANTES/USAF examinations for credit? Yes No

Financial Information

While it is the ultimate responsibility of each student to finance his or her own education, Indiana Tech will work with third parties to try to aid students in their quest for financial assistance. Please indicate which sources of financial aid you will be utilizing, so that we may better assist you.

- | | |
|------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Employer Tuition Assistance | <input type="checkbox"/> Government Student Aid Programs |
| <input type="checkbox"/> Veterans/Military Benefits | <input type="checkbox"/> Student Loans |
| <input type="checkbox"/> Job Works | <input type="checkbox"/> Other: _____ |

If you are in need of financial aid, you can download the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov or you can contact the College of Professional Studies at (800) 288-1766. This form is required for all government aid and student loan programs. Visit us online at www.IndianaTech.edu/CPS for more information about the various aid programs or call the financial aid office at (800) 937-2448 or (260) 422-5561 ext: 2334.

Professional Work Experience (Not required for online or Independent Study programs)

Prepare a history of your work experience. Start with your current or most recent employer and work backward until you have accounted for a **minimum of three years of full-time work experience**. Admission to the Accelerated Degree Program requires the student to be at least 23 years of age. Use a separate piece of paper if needed.

Job Title: _____

Employer's Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Employment Dates: _____

Responsibilities: _____

Job Title: _____

Employer's Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Employment Dates: _____

Responsibilities: _____

Job Title: _____

Employer's Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Employment Dates: _____

Responsibilities: _____

Non-Discrimination Policy

Indiana Tech admits students without regard to race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status, or any other classification protected by applicable discrimination laws, with all rights, privileges, programs, and activities generally accorded or made available to students at the school. Indiana Tech does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status, or any other classification protected by applicable discrimination laws, in administration of its educational policies, admissions policies, scholarship, loan programs, and athletic and other school administered programs. Indiana Tech will make reasonable accommodations for qualified individuals with a disability, if it can do so without undue hardship, so that such individuals can enjoy the same access to services, programs, or activities as other non-disabled individuals.

Verification

I do hereby certify that:

- All the information listed on this application is, to the best of my knowledge, accurate and truthful.
- I understand the application fee is non-refundable.

Signature

Date

Please mail the application fee of \$25 along with the completed application to the location nearest you. All Distance Education (online and Independent Study) applications must be sent to the Fort Wayne campus.

Fort Wayne Campus

College of Professional Studies
1600 East Washington Blvd.
Fort Wayne, IN 46803
(260) 422-5561
(260) 422-1518, fax

Indianapolis Campus

3500 DePauw Blvd.,
Pyramid 3010
Indianapolis, IN 46268
(317) 466-2121
(317) 466-2124, fax

Elkhart Campus

3333 Middlebury St.
Elkhart, IN 46516
(574) 296-7075
(574) 294-1334, fax

For Office Use Only

Check number: _____

Credit card type: _____

Registration: Y N

Start date: _____

Accepted: _____

Student ID number: _____

Transcript Request Form

Note to the student:

This form is provided as a service to our students to aid them in obtaining transcripts from other institutions (e.g., high schools, colleges, universities, etc.). Complete this form and mail it with any necessary fee to the institution from which you are requesting a transcript. **Do not send this form to Indiana Tech.** Most institutions have a nominal fee for this service, and you should call the institution prior to sending them this request. Please photocopy this form as necessary.

Personal Information (to be completed by the student)

Name: _____
Last First Middle Maiden

Home address: _____
Street

City State Zip

Home phone: _____ Business phone: _____

Date of birth: _____ Place of birth: _____

Social Security #: _____ Date of graduation or last attendance: _____

To the Registrar:

Please forward a copy of my academic transcript to the following institution:

**Indiana Tech
Office of the Registrar
1600 E. Washington Blvd.
Fort Wayne, IN 46803**

Enclosed with this form, you will find the necessary transcript fee. Thank you.

Student signature (required)

Date

INDIANA **TECH**

Payment Options Form

College of Professional Studies

Student Information

Name (Please print) _____ ID # _____

Date of Birth _____ E-mail address: _____

Home Phone _____ Work Phone _____

Payment Options

Select **ONE** payment option.* Refer to the Payment Information Sheet to determine which option best fits your situation.

- Pre-pay** **Financial Aid** (Date FAFSA filed _____) **Automatic Payment** (\$25 fee per year)
 Voucher/Authorization Form Process (Employer _____) **Direct Billing** (separate form needed)
 Deferment for Employer Assistance (\$25 fee billed to student account) **Military** (Benefit type _____)

**Subject to approval by the Business Office. You will be contacted if another option is required.*

Deferment Information (complete this section only if choosing Deferment for Employer Assistance)

Employer _____ Phone _____

Employer contact person _____ Annual employer assistance amount _____

Description of reimbursement policy _____

I understand and agree that:

- I alone am fully responsible for full payment of all tuition, fees, and books by the indicated due date, regardless of whether or not I receive payment from my employer. It is my responsibility to provide all necessary information (including grades) to my employer according to their policy regarding reimbursement.
- There is a one-time \$25 fee to sign up for the deferment option. The fee will be billed to your student account.
- The university may contact my employer to determine whether I am eligible for the indicated tuition reimbursement.
- Any balance outstanding after the indicated due date will incur a late fee of \$50 in addition to the monthly late charges.
- I will not be permitted to register while I have a past due balance and any current registrations may be canceled.
- I have read and accepted this agreement and understand this form must be filed each academic year.

Verification

I, _____, have elected to pay for my tuition as selected above. I understand that my account is my responsibility, regardless of whether or not I receive payment from my employer or other financial assistance and I agree to follow Indiana Tech's payment policies. I understand that in the event my account is more than 30 days past due I will be assessed 1.5% late charges per month or 18% per year on the past due balance. Due to lack of payment, the university may give my account to an outside agency to seek restitution. Furthermore, in the event the university has to incur any expenses collecting this account, I agree to pay all the costs of collection. This includes, but is not limited to, collection agency fees, court costs, and/or any reasonable attorney fees. I authorize the university to release financial information about my account to those involved with collecting the balance due.

Signature _____

Date _____

Contact Information

Phone: (888) 832-4742

E-mail: accounts_cps@indianatech.edu

Fax: (260) 420-8211

Payment Options

Each College of Professional Studies student must complete the Payment Options Form. This gives the Business Office the information needed to process your tuition account. Please read the details below for a description of each option.

- 1. Pre-pay:** Students using this payment method may register for a full semester of courses; however, courses not paid at the time of registration will be coded “pre-registered.” The student is responsible for ensuring that payment is received by the Business Office by the registration deadline. Payments may be made by check, money order, cashier’s check or credit card. Students may make a payment by credit card at our Web site, www.IndianaTech.edu.
- 2. Financial Aid:** Students using financial aid to pay for their tuition are responsible for ensuring that all proper paperwork is completed in a timely manner. A FAFSA must be on file with our financial aid office BEFORE registration. Students whose aid does not cover the entire tuition charges must make sufficient arrangements with the Business Office. Students who do not qualify for aid or their aid is canceled for any reason will be required to pay their account in full and provide a new Payment Option Form for future courses.
- 3. Direct Billing:** Some employers may wish to have their employees’ tuition billed directly. Students should contact their admissions representative or the Business Office for more information.
- 4. Voucher/Authorization Process:** Students whose employer uses a voucher system will choose this option. Vouchers are an approval for each course obtained by the student from the employer. The voucher or authorization form is due to the Business Office by the registration deadline of each session.
- 5. Deferment for Employer Assistance:** Students who receive tuition assistance from their employer must complete the deferment section of the Payment Option Form. These students qualify to defer the tuition for 45 days after the end of the session. If the tuition is not received by the scheduled due date, the credit card provided will be automatically charged. Those who do not have a credit card will need to choose to prepay or choose the automatic payment through a checking or savings account. Students who receive assistance through the Veterans Administration will use this option. There is a \$25 fee for this service.
- 6. Automatic Payment:** This payment method provides students with an automatic payment process and allows them to use the 45 day deferment. Students can choose to have their tuition automatically paid with a credit/debit card or through an automatic bank withdrawal. An additional agreement is required. The credit/debit card or checking/savings account provided will automatically be debited for the tuition due on the scheduled due dates. When this choice is selected, ALL tuition payments must be made through this process. There is a \$25 fee per academic year for this service.

Due Dates for Deferred Tuition Payments (Academic Year 2011-2012)

Undergraduate	Registration Deadline	Due Date	Graduate	Registration Deadline	Due Date
Session 1	July 8, 2011	Oct. 11, 2011	Session 1	July 8, 2011	Oct. 18, 2011
Session 2	Aug. 12, 2011	Nov. 15, 2011	Session 2	Aug. 19, 2011	Nov. 29, 2011
Session 3	Sept. 16, 2011	Dec. 20, 2011	Session 3	Sept. 30, 2011	Jan. 17, 2012
Session 4	Oct. 21, 2011	Jan. 31, 2012	Session 4	Nov. 11, 2011	March 20, 2012
Session 5	Dec. 16, 2011	March 27, 2012	Session 5	Jan. 13, 2012	May 1, 2012
Session 6	Feb. 3, 2012	May 8, 2012	Session 6	March 3, 2012	June 12, 2012
Session 7	March 16, 2012	June 19, 2012	Session 7	April 13, 2012	July 24, 2012
Session 8	April 20, 2012	July 24, 2012	Session 8	May 25, 2012	Aug. 28, 2012
Session 9	May 25, 2012	Aug. 28, 2012			

Contact Information

Textbook Rental Agreement

College of Professional Studies

Textbook Policy

Indiana Tech issues textbook(s) to students on a rental basis. All textbook(s) must be returned to Indiana Tech in good condition or the student will be billed for the damaged textbook(s).

Textbook(s) will be shipped as early as 2 weeks before the start of a session. If a student fails to change his/her address with Indiana Tech before his/her book is shipped, he/she will be responsible for the book.

All textbook(s) must be returned no later than one session after the class ends. No books will be accepted for return after that time and the student will be billed for the book(s). Students have six months from the date a book charge is placed on an account to dispute the charge. No charges will be removed after that time. Students are not required to return books for ONLINE courses.

All textbook(s) are eligible for purchase by Indiana Tech students if they so wish to purchase them for future reference.

Verification

I certify that I have read and understand the textbook policy above.

Last Name: _____ First Name: _____

Student ID #: _____

Signature: _____ Date: _____

INDIANA **TECH**

Letter of Intent Information

Indiana Tech is committed to assisting you in obtaining your degree. We understand that as an adult you may have many obligations outside of school that could impact your enrollment. This could be a result of a medical emergency, illness in the family, hours being increased at work, or a variety of other reasons outside of your control.

The Letter of Intent form is used to show your intended enrollment in each semester. To satisfy federal regulations, all students must complete the Letter of Intent form each academic year.

Please refer to the following points below to ensure accurate and timely processing of aid:

- In order to ensure accurate processing of your financial aid, you should schedule and register all future classes within the semester. Students should contact the Warrior Information Network (888.832.4742) prior to dropping or withdrawing from a scheduled class.
- A signed **Letter of Intent** form must be completed and returned to the Financial Aid Office.
- Aid will be calculated based on the number of sessions you attend and the credit hours enrolled.
- Changes may only take place up to the third week of each session;
- **This form is for financial aid purposes only.** You must contact the Warrior Information Network to make all schedule adjustments;
- The **Letter of Intent** form must be completed prior to packaging of aid for each academic year. Failure to do so may require Indiana Tech to return Title IV (Federal) funds on your behalf. This could result in a balance with Indiana Tech or the Department of Education if previously disbursed funds have to be returned.

Standard Semester – Fall

Undergraduate Sessions 1, 2, 3, 4
Graduate Sessions 1, 2, 3, 4

Standard Semester – Spring

Undergraduate Sessions 5, 6, 7, 8
Graduate Sessions 5, 6, 7

Standard Semester - Summer

Undergraduate Session 9
Graduate Sessions 8

Refund/Credit Account Management

Students have two options regarding excess funds. Excess funds may remain on their account to apply to future charges; OR students can request excess funds be paid to them in the form of a refund. Excess funds to be held will only be the equivalent of the charges that are projected for the future enrollments in that semester. Any credit balance above and beyond those charges will be refunded for living expenses.

Students who request excess funds held on account will have those funds held until the end of the current semester in which they are enrolled. Upon completion of the current semester, any remaining funds will be returned directly to the student.

Students who do **NOT** wish to have excess funds held on their account will be issued a refund of the entire credit balance per Department of Education regulations.

Students must be aware if they choose to receive a refund prior to completion of the current semester, a balance will be incurred for future enrollments and charges within that semester. Students **WILL BE** responsible for any remaining balance. To determine how much needs to be held on account to cover future charges, please contact the Business Office at 260.422.5561, ext. 2354 or 800.937.2448, ext. 2354.

Please complete the reverse side of this form and return to the Financial Aid Office at Indiana Tech. Failure to do so WILL result in the delay of financial aid packaging and/or disbursement!

Both sections of this form must be completed and signed by student!

Letter of Intent

Please note the number of credits you plan to take in each session and place a zero "0" in any session you plan to skip.

CPS Undergraduate Students:

*Fall Semester: (1) ___ (2) ___ (3) ___ (4) ___ *Spring Semester: (5) ___ (6) ___ (7) ___ (8) ___

*Summer Semester: (9) ___

(*Note the number of credits you plan on taking each session. Most classes are 3 credits.)

CPS Graduate Students:

*Fall Semester: (1) ___ (2) ___ (3) ___ (4) ___ *Spring Semester: (5) ___ (6) ___ (7) ___

*Summer Semester: (8) ___

(*Note the number of credits you plan on taking each session. Most classes are 3 credits.)

By my signature below I understand that my financial aid will be packaged based on this indicated enrollment. Changes **MUST** be submitted to the Financial Aid Office.

Printed Name _____

ID # _____

Student Signature _____

Date _____

Refund/Credit Account Management

Please indicate your choice for Indiana Tech to hold excess funds on your account or issue refund created by Title IV (Federal) funds. You may indicate this by checking the appropriate line below.

Hold Excess: Please hold excess credit balance created by disbursement of Title IV (Federal Pell, Subsidized Loan, Unsubsidized Loan, SEOG) funds on my account. I agree to work directly with the Business Office to determine amount required to cover future enrollment. I have read and understand the implications involved with this action.

Refund Excess: Please refund any credit balance created by disbursement of Title IV (Federal) funds on my account. I understand that I will be responsible for future charges not covered by other sources.

Printed Name _____ ID # _____

Student Signature _____ Date _____

Office use only

Date Received _____ FA Initials _____

Comments: _____

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College of Professional Studies