UNDERGRADUATE APPLICATION

INDIANA TECH
College of Professional Studies
IndianaTech.edu/CPS
The College of Professional Studies

Admissions Requirements

The College of Professional Studies offers undergraduate degrees in classrooms and online using a five-week course format designed to meet the needs of working adult students.

The university believes 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 classroom program, and therefore, are incorporated into the admissions requirements.

Students seeking admission to the College of Professional Studies must:

- Have an accredited high school diploma or GED from a credible testing center
- Complete the Application for Admission and pay the application fee

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 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 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.
Application for Admission
College of Professional Studies

Student Information

Full legal name: ____________________________________________

Last   First   Middle   Maiden

Home address: ____________________________________________

Street __________________________________________________

City __________________________ State ______ Zip ________

Home phone: ______________________ Cell phone: _____________ Work phone: __________________

Email address: __________________________________________

Social Security #: __________________________ Legal 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  ☐ Evansville  ☐ Fishers  ☐ Fort Wayne  ☐ Greenwood  ☐ Huntington
☐ Indianapolis  ☐ Jeffersonville  ☐ Kendallville  ☐ Louisville  ☐ Mishawaka  ☐ Munster
☐ Northern Kentucky  ☐ Warsaw  ☐ Other class site __________________________  ☐ Online

Preferred start date:
☐ Session 1 (July)  ☐ Session 2 (Sept.)  ☐ 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).

☐ Accounting, A.S.
   Business Administration, A.S.
   ☐ Business Communication
   ☐ Entrepreneurial Studies
   ☐ Financial Services
   ☐ Health Care Administration
   ☐ Human Resources
   ☐ Management
   ☐ Management Information Systems
   ☐ Marketing
   ☐ Child Development, B.S.
   Criminal Science:
   ☐ Crime Analysis
   ☐ Criminal Justice Administration
   ☐ Rehabilitative Services

☐ Emergency Response Management, B.S.
☐ Health Care Informatics, B.S.
☐ Human Services, B.S.
☐ Industrial and Manufacturing Engineering, B.S.
☐ Information Systems, B.A.
☐ Information Systems, B.S.
☐ Organizational Leadership, B.S.
☐ Psychology, B.S.
High School Information

☐ I am a high school graduate from an accredited high school. Or GED/HSE recipient from a creditable testing center.

Name of high school ____________________________________________ City __________ State __________
Name at time of graduation ____________________________________________ Month/year of graduation or GED earned __________

I have verified that my high school diploma or GED/HSE is acceptable at Indiana Tech.

Student’s signature ____________________________________________

☐ I do not and will not have a high school diploma or GED/HSE.

Name of last school attended ____________________________________________ City __________ State __________

Highest grade completed ____________________________________________

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
Would you like more information about credit for prior learning? ☐ 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.

☐ Employer tuition assistance　　　　　　　　　　　　　☐ Government student aid programs
☐ Veterans/Military benefits　　　　　　　　　　　　　☐ Student loans
☐ Job Works　　　　　　　　　　　　　　　　　　　　　☐ Other: __________

If you are in need of financial aid, you can download the Free Application for Federal Student Aid (FAFSA) at 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 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.
Prepare a history of your work experience. Start with your current or most recent employer and work backward.

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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.

Fort Wayne
1600 E. Washington Blvd.
Fort Wayne, IN 46803
260.422.5561

Detroit (online programs only)
2000 Town Center
1900 Floor
Southfield, MI 48075
800.288.1766

Elkhart
3333 Middlebury St.
Elkhart, IN 46516
574.296.7075

Evansville
900 Tutor Lane
Suite 107
Evansville, IN 47715
800.288.1766, ext. 2605

Fishers
10765 Lantern Road
Fishers, IN 46038
317.863.3450

Greenwood
65 Airport Pkwy.
Suite 100
Greenwood, IN 46143
317.807.0077

Huntington
2809 Commercial Rd.
Huntington, IN 46750
260.359.TECH

Indianapolis
3500 DePauw Blvd.
Pyramid 3010
Indianapolis, IN 46208
317.466.2121

Jeffersonville
4403 Hamburg Pike
Jeffersonville, IN 47130
812.283.8001

Kendallville
1607 E. Dowling St.
Kendallville, IN 46755
888.349.0250, ext. 254

Louisville
11855 Commonwealth Dr.
Louisville, KY 40299
502.708.2363

Mishawaka
4215 Edison Lakes Pkwy.
Suite 150
Mishawaka, IN 46545
574.232.8324

Munster
9245 Calumet Ave.
Suite 201
Munster, IN 46321
219.836.1910

Naperville (online programs only)
1552 North Aurora Rd.
Naperville, IL 60563

Northern Kentucky
809 Wright's Summit Pkwy.
Suite 310
Fort Wright, KY 41011
859.916.5884

Warsaw
2928 Frontage Road
Warsaw, IN 46580
574.268.9707

Wilmette (online programs only)
116 Skokie Blvd.
Wilmette, IL 60091

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.

We also accept official electronic transcripts. The e-transcript must be certified as official, and sent directly from the issuing institution. Official e-transcripts should sent too: Transcript@IndianaTech.edu.

Personal Information (to be completed by the student)

Name: 

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<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
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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

Official e-transcripts should sent too: Transcript@IndianaTech.edu.

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

Student signature (required)  Date
INDIANA TECH
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.

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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

Official e-transcripts should sent too: Transcript@IndianaTech.edu.

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

Student signature (required) ___________________________ Date ___________________________
Payment Options Form
College of Professional Studies

Student Information

Name (please print): ___________________________ Student ID #: ___________________________
Date of birth: ___________________________ Email 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 __________) ☐ Direct billing (separate form needed)
☐ Voucher/Authorization form process (employer __________________________)
☐ Deferment for employer assistance
☐ Post 9/11 GI Bill ☐ VA Vocational Rehabilitation ☐ Military Tuition Assistance

*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.
• 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 percent late charges per month or 18 percent 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 Email: BusinessOffice@IndianaTech.edu Fax: 260.420.8211

Please keep a copy of this form for your personal records.
Payment Options Form
College of Professional Studies

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 website, 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.

6. Post-9/11 GI Bill ®: (Chapter 33)

7. VA Vocational Rehabilitation: (Chapter 31)

8. Military Tuition Assistance: Students utilizing Army, Navy, Air Force, or Marine Corps tuition assistance.

Due Dates for Deferred Tuition Payments (Academic Year 2016-2017)

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<th>Undergraduate</th>
<th>Graduate</th>
<th>Ph.D. Program</th>
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<tr>
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<td>Oct. 11, 2016</td>
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<td>March 24, 2017</td>
<td>June 20, 2017</td>
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<td>9</td>
<td>June 2, 2017</td>
<td>Aug. 29, 2017</td>
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Contact Information

Phone: 888.832.4742   Email: BusinessOffice@IndianaTech.edu   Fax: 260.420.8211
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 two 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 two weeks 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. 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: ___________________________