

UNDERGRADUATE APPLICATION

INDIANA**TECH**

College of Professional Studies

[IndianaTech.edu/CPS](https://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.

INDIANATECH

IndianaTech.edu/CPS

800.288.1766

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).

- | | | |
|---|--|---|
| <input type="checkbox"/> Accounting, A.S. | Business Administration, B.S. | <input type="checkbox"/> Emergency Response Management, B.S. |
| Business Administration, A.S. | <input type="checkbox"/> Business Communication | <input type="checkbox"/> Health Care Informatics, B.S. |
| <input type="checkbox"/> Management | <input type="checkbox"/> Entrepreneurial Studies | <input type="checkbox"/> Human Services, B.S. |
| <input type="checkbox"/> Production Management | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Industrial and Manufacturing Engineering, B.S. |
| <input type="checkbox"/> Criminal Justice, A.S. | <input type="checkbox"/> Health Care Administration | <input type="checkbox"/> Information Systems, B.A. |
| <input type="checkbox"/> General Studies, A.S. | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Information Systems, B.S. |
| <input type="checkbox"/> Health Information Technology, A.S. | <input type="checkbox"/> Management | <input type="checkbox"/> Organizational Leadership, B.S. |
| <input type="checkbox"/> Industrial and Manufacturing Engineering, A.S. | <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Psychology, B.S. |
| <input type="checkbox"/> Information Technology, A.S. | <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Accounting, B.S. | <input type="checkbox"/> Child Development, B.S. | |
| | Criminal Science: | |
| | <input type="checkbox"/> Crime Analysis | |
| | <input type="checkbox"/> Criminal Justice Administration | |
| | <input type="checkbox"/> Rehabilitative Services | |

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.

- | | |
|--|--|
| <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 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.

Professional Work Experience

Prepare a history of your work experience. Start with your current or most recent employer and work backward.

Job title: _____

Employer's name: _____

Street address: _____

City, state, zip: _____

Phone number: _____

Employment dates: _____

Responsibilities: _____

Job title: _____

Employer's name: _____

Street address: _____

City, state, zip: _____

Phone number: _____

Employment dates: _____

Responsibilities: _____

Job title: _____

Employer's name: _____

Street address: _____

City, state, zip: _____

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^o 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

Greenwood

65 Airport Pkwy.
Suite 100
Greenwood, IN 46143
317.807.0077

Louisville

11855 Commonwealth Dr.
Louisville, KY 40299
502.708.2363

Warsaw

2928 Frontage Road
Warsaw, IN 46580
574.268.9707

Detroit (online programs only)

2000 Town Center
1900 Floor
Southfield, MI 48075
800.288.1766

Huntington

2809 Commercial Rd.
Huntington, IN 46750
260.359.TECH

Mishawaka

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

Wilmette (online programs only)

116 Skokie Blvd.
Wilmette, IL 60091

Elkhart

3333 Middlebury St.
Elkhart, IN 46516
574.296.7075

Indianapolis

3500 DePauw Blvd.
Pyramid 3010
Indianapolis, IN 46268
317.466.2121

Munster

9245 Calumet Ave.
Suite 201
Munster, IN 46321
219.836.1910

Evansville

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

Jeffersonville

4403 Hamburg Pike
Jeffersonville, IN 47130
812.283.8001

Naperville (online programs only)

1552 North Aurora Rd.
Naperville, IL 60563

Fishers

10765 Lantern Road
Fishers, IN 46038
317.863.3450

Kendallville

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

Northern Kentucky

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

For Office Use Only

Check number: _____

Credit card type: _____

Registration: Y N

Start date: _____

Accepted: _____

Student ID number: _____

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: _____
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

INDIANA **TECH**

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: _____
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

INDIANA **TECH**

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

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)

Undergraduate			Graduate			Ph.D. Program		
Session	Registration Deadline	Due Date	Session	Registration Deadline	Due Date	Term	Registration Deadline	Due Date
1	July 15, 2016	Oct. 11, 2016	1	July 15, 2016	Oct. 18, 2016	Fall 1	Aug. 5, 2016	Nov. 29, 2016
2	Aug. 19, 2016	Nov. 15, 2016	2	Aug. 26, 2016	Nov. 29, 2016	Fall 2	Oct. 7, 2016	Jan. 31, 2017
3	Sept. 23, 2016	Dec. 20, 2016	3	Oct. 7, 2016	Jan. 18, 2017	Spring 1	Dec. 23, 2016	April 18, 2017
4	Oct. 28, 2016	Jan. 31, 2017	4	Nov. 25, 2016	March 21, 2017	Spring 2	Feb. 24, 2017	June 20, 2017
5	Dec. 30, 2016	March 28, 2017	5	Jan. 27, 2017	May 2, 2017	Summer 1	April 28, 2017	Aug. 8, 2017
6	Feb. 10, 2017	May 9, 2017	6	March 10, 2017	June 13, 2017	Summer 2	June 16, 2017	Sept. 26, 2017
7	March 24, 2017	June 20, 2017	7	April 21, 2017	July 25, 2017			
8	April 28, 2017	July 25, 2017	8	June 2, 2017	Sept. 5, 2017			
9	June 2, 2017	Aug. 29, 2017						

Contact Information

Textbook Rental Agreement

College of Professional Studies

INDIANA**TECH**

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: _____

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