UNDERGRADUATE APPLICATION

INDIANATECH

CPS.IndianaTech.edu/Apply

INDIANA**TECH**

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.

Students seeking admission to the College of Professional Studies must:

- Have an accredited high school diploma or GED or HSE from a credible testing center.

- Complete the Application for Admission.

APPLICATION CHECKLIST

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

If you would like more transcript request forms, please visit Registrar. IndianaTech.edu/Forms.

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

☐ Complete the four-page Application for Admission and return it to where 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 UNDERGRADUATE DIVISION

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 ☐ Undeclared

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

Family Information:

1. Did your mother earn a college degree? ☐ Yes ☐ No

2. Did your father earn a college degree? ☐ Yes ☐ No

3. Are you a veteran, member of active, reserve, guard or IRR? ☐ Yes ☐ No

   If yes, please specify: _____

4. Do you have child(ren)? ☐ Yes ☐ No

ACADEMIC PREFERENCES

Preferred class location:

☐ Bowling Green	☐ Elkhart	☐ Evansville	☐ Fishers	☐ Fort Wayne	☐ Greenwood
☐ Huntington	☐ Indianapolis	☐ Jeffersonville	☐ Lafayette	☐ Louisville	☐ Mishawaka
☐ Munster	☐ Northern Kentucky	☐ Warsaw	☐ Other class site: _____		☐ Online

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.
  ☐ Management
  ☐ Production Management
☐ Criminal Justice, A.S.
☐ Electrical Engineering Technology, A.S.
☐ General Studies, A.S.
☐ Health Information Technology, A.S.
☐ Industrial and Manufacturing
  Engineering, A.S.
☐ Information Technology, A.S.
☐ Accounting, B.S.

Business Administration, B.S.
  ☐ Business Communication
  ☐ Entrepreneurial Studies
  ☐ Financial Services
  ☐ Health Care Administration
  ☐ Human Resources
  ☐ Management
  ☐ Management Information Systems
  ☐ Marketing
  ☐ Sports Management
☐ Child Development, B.S.
☐ Communication, B.A.

Criminal Justice, B.S.:
  ☐ Crime Analysis
  ☐ Criminal Justice Administration
  ☐ Rehabilitative Services
☐ Cybersecurity, B.S.
☐ Emergency Response Management, B.S.
☐ Health Information Management, 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/HSE 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 high school   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 complete 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 CPS. IndianaTech.edu 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

Provide 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 or activities as other non-disabled individuals.

SELF-DISCLOSURE OF DISABILITY

Applicants who wish to receive information about auxiliary aids or services, other accommodations or assistance from Indiana Tech Disability Services are invited to disclose their disability at the time of application. You may choose to disclose a disability to us at any time.

When Disability Services receives your self-disclosure, you will be contacted by Indiana Tech's disability coordinator to begin the accommodations request process. Documentation from a professional regarding your disability is required. If you decide to request services related to a disability, we must have documentation of your disability on file. For more information, please visit StudentSuccess.IndianaTech.edu/Disabilities.

VERIFICATION

I do hereby certify that:

• All the information listed on this application is, to the best of my knowledge, accurate and truthful.

_____   _____
Signature   Date

Please mail the completed application to the location nearest you.

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

Bowling Green
360 East 8th Avenue
Suite 320
Bowling Green, KY 42101

Elkhart
881 Parkway Ave
Suite 100.
Elkhart, IN 46516
574.296.7075

Evansville
900 Tutor Lane
Suite 107
Evansville, IN 47715
812.909.3634

Fishers
10765 Lantern Road
Fishers, IN 46038
317.863.3450

Greenwood
1499 Windhorst Way
Suite 200
Greenwood, IN 46143
317.807.0077

Huntington
2809 Commercial Rd.
Huntington, IN 46750
260.359.8324

Indianapolis
3500 DePauw Blvd.
Pyramid 3010
Indianapolis, IN 46268
317.466.2121

Jeffersonville
4500 Town Center Blvd.
Suite 101
Jeffersonville, IN 47130
812.283.8001

Lafayette
823 Park East Blvd
Suite D
Lafayette, IN 47905

Louisville
11861 Commonwealth Dr.
Louisville, KY 40299
502.708.2364

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
630.548.9445

Northern Kentucky
809 Wright 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
847.920.5499

For Office Use Only

Check number: _____   Credit card type: _____   Registration: Y   N

Start date: _____   Accepted: _____   Student ID number: _____

TRANSCRIPT REQUEST FORM

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 to: Registrar@IndianaTech.edu.

PERSONAL INFORMATION (TO BE COMPLETED BY THE STUDENT)

Full legal name: _____
Last   First   Middle   Maiden

Home address: _____
Street

_____
City   State   ZIP

Home phone: _____ Cell phone: _____ Work phone: _____

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 to: Registrar@IndianaTech.edu.

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

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TRANSCRIPT REQUEST FORM

INDIANA TECH

NOTE TO THE STUDENT:

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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 to: Registrar@IndianaTech.edu.

PERSONAL INFORMATION (TO BE COMPLETED BY THE STUDENT)

Full legal name: _____

            Last   First   Middle   Maiden

Home address: _____

            Street

_____

            City   State   ZIP

Home phone: _____ Cell phone: _____ Work phone: _____

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 to: Registrar@IndianaTech.edu.

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

INDIANA**TECH**

PAYMENT OPTIONS FORM

INDIANA**TECH**

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 a $50 late charge per month 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

PAYMENT OPTIONS FORM

INDIANATECH

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 "preregistered." 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 2019–2020)

Undergraduate			Graduate			Ph.D. Program		
Session	Registration Deadline	Due Date	Session	Registration Deadline	Due Date	Term	Registration Deadline	Due Date
1	Jul. 5, 2019	Oct. 8, 2019	1	Jul. 5, 2019	Oct. 15, 2019	Fall 1	Aug. 3, 2019	Nov. 26, 2019
2	Aug. 9, 2019	Nov. 11, 2019	2	Aug. 15, 2019	Nov. 27, 2019	Fall 2	Oct. 5, 2019	Jan. 28, 2019
3	Sep. 13, 2019	Dec. 18, 2019	3	Sep. 26, 2019	Jan. 15, 2020	Spring 1	Dec. 21, 2019	Apr. 16, 2020
4	Oct. 18, 2019	Jan. 28, 2020	4	Nov. 14, 2019	Mar. 17, 2020	Spring 2	Feb. 22, 2020	Jun. 16, 2020
5	Dec. 27, 2019	Apr. 1, 2020	5	Jan. 16, 2020	Apr. 29, 2020	Summer 1	Apr. 26, 2020	Aug. 5, 2020
6	Feb. 7, 2020	May 12, 2020	6	Feb. 27, 2020	Jun. 8, 2020	Summer 2	Jun. 14, 2020	Sep. 24, 2020
7	Mar. 13, 2020	Jun. 15, 2020	7	Apr. 9, 2020	Jul. 22, 2020	Summer 3*	Apr. 26, 2020	Aug. 20, 2020
8	Apr. 14, 2020	July 20, 2020	8	May 21, 2020	Sep. 1, 2020	*New Summer Term (Ph.D. Only)*		
9	May 22, 2020	Aug 26, 2020						

CONTACT INFORMATION

Phone: 888.832.4742   Email: BusinessOffice@IndianaTech.edu   Fax: 260.420.8211

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 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.

VERIFICATION

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

Last name: _____   First name: _____

Student ID #: _____

Signature: _____   Date: _____

INDIANA**TECH**

GO FOR IT.

Indiana Tech will help you go further with 45-plus quality degree programs. Our class schedules allow you to make rapid progress toward an affordable degree, taking one class at a time—either online or at one of our regional locations.

INDIANA**TECH**

800.288.1766

CPS.IndianaTech.edu/Apply