



## WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

**Students, parents/guardians and districts: read and follow the directions below to ensure all processes are completed properly.**

### STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for:

- submitting this form, completed with all required signatures, to the district
- obtaining the admissions and registration information for the college or university he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

### STUDENT SPECIFIC RESPONSIBILITIES

1. Complete one form for each term you wish to enroll at the given private, nonprofit institution.
2. Review the following Early College Credit Program information:  
When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:
  - a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
  - b. Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
4. Submit this form (with all sections completed) no later than **March 1** for fall semester or summer courses and **October 1** for spring semester courses to the School District in which student is enrolled. This is typically done by submitting the form to a school counselor or Early College Credit Program Coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the college or university at which the Early College Credit Program course(s) was/were approved and work with the college or university personnel as well as a high school counselor to enroll in appropriate course(s).
6. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).

### SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial) no later than **May 15** for fall semester or summer requests and **November 15** for spring semester requests. Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to the college or university.

### HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and send to the college or university. Students should check with the college or university for timelines and requirements for High School Special students.



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Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a private, nonprofit college or university before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each term you wish to enroll at a private, nonprofit institution.

**SECTION I - STUDENT INFORMATION (TO BE COMPLETED BY STUDENT) (PLEASE TYPE OR PRINT IN INK)**

Applying to (name of college/university): \_\_\_\_\_

Applying for:     Fall Semester 20\_\_\_\_\_     Spring Semester 20\_\_\_\_\_     Summer Session 20\_\_\_\_\_

Applying as (check all that apply):     Early College Credit (school determines tuition payment)     High School Special (student pays tuition)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Anticipated Year of Graduation: \_\_\_\_\_

*I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in a private, nonprofit institution, I will abide by all regulations, policies and procedures. I also understand that courses taken at any private, nonprofit institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize private, nonprofit institutions to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.*

\_\_\_\_\_  
Student Applicant Signature & Date

\_\_\_\_\_  
Parent/Guardian/Foster Parent Signature & Date

\_\_\_\_\_  
Parent/Guardian/Foster Parent Printed Name

**SECTION II - COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)**

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special
EXAMPLE: College Writing	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate how you meet the prerequisites and your academic need for this course:					

**SECTION III - TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL**

This student has the permission of the high school administration to enroll in the above listed courses at the indicated college or university.

\_\_\_\_\_  
School District Approval Authority & Date

\_\_\_\_\_  
High School Counselor/Staff Advisor Signature & Date

\_\_\_\_\_  
Printed Name (Counselor/Advisor)

\_\_\_\_\_  
School Email Address (Counselor/Advisor)

\_\_\_\_\_  
Phone Number (Counselor/Advisor)

**NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability. If not participating in the Early College Credit Program, School District approval is not required.**



**WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES  
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM**

Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to:

<p><b>ALVERNO COLLEGE</b> 800.933.3401 or 414.382.6100 admissions@alverno.edu www.alverno.edu 3400 South 43rd Street, P.O. Box 343922, Milwaukee, WI 53234-3922</p>	<p><b>LAKELAND UNIVERSITY</b> 800.242.3347 or 920.565.1022 admissions@lakeland.edu www.lakeland.edu W3718 South Drive Plymouth, WI 53073-4878</p>	<p><b>NORTHLAND COLLEGE</b> 715.682.1224 admit@northland.edu www.northland.edu 1411 Ellis Avenue Ashland, WI 54806-3925</p>
<p><b>BELOIT COLLEGE</b> 800.923.5648 or 608.363.2500 admiss@beloit.edu www.beloit.edu 700 College Street Beloit, WI 53511-5509</p>	<p><b>LAWRENCE UNIVERSITY</b> 800.227.0982 or 920.832.6500 admissions@lawrence.edu www.lawrence.edu 711 East Boldt Way Appleton, WI 54911-5699</p>	<p><b>RIPON COLLEGE</b> 800.947.4766 adminfo@ripon.edu www.ripon.edu 300 West Seward Street Ripon, WI 54971-0248</p>
<p><b>CARDINAL STRITCH UNIVERSITY</b> 414.410.4000 admissions@stritch.edu www.stritch.edu 6801 North Yates Road Milwaukee, WI 53217-3985</p>	<p><b>MARIAN UNIVERSITY</b> 920.923.7650 admission@marianuniversity.edu www.marianuniversity.edu 45 South National Avenue Fond du Lac, WI 54935-4621</p>	<p><b>ST NORBERT COLLEGE</b> 6800.236.4878 or 920.403.3005 admit@snc.edu www.snc.edu 100 Grant Street De Pere, WI 54115-2099</p>
<p><b>CARROLL UNIVERSITY</b> 800.CARROLL or 262.524.7220 info@carroll.edu www.carroll.edu 100 North East Avenue Waukesha, WI 53186-3103</p>	<p><b>MARQUETTE UNIVERSITY</b> 414.288.7302 admissions@marquette.edu www.marquette.edu 1250 West Wisconsin Avenue Milwaukee, WI 53201-1881</p>	<p><b>SILVER LAKE COLLEGE</b> 800.236.4752 x175 or 920.686.6175 admissions@sl.edu www.sl.edu 2406 South Alverno Road Manitowoc, WI 54220-9340</p>
<p><b>CARTHAGE COLLEGE</b> 800.351.4058 or 262.551.6000 admissions@carthage.edu www.carthage.edu 2001 Alford Park Drive Kenosha, WI 53140-1929</p>	<p><b>MILWAUKEE INSTITUTE OF ART AND DESIGN</b> 414.291.8070 admissions@miad.edu www.miad.edu 273 East Erie Street Milwaukee, WI 53202-6003</p>	<p><b>VITERBO UNIVERSITY</b> 608.796.3010 or 800.848.3726 admission@viterbo.edu www.viterbo.edu 900 Viterbo Drive La Crosse, WI 54601-8804</p>
<p><b>CONCORDIA UNIVERSITY WISCONSIN</b> 888.628.9472 or 262.243.4300 admissions@cuw.edu www.cuw.edu 12800 North Lake Shore Drive Mequon, WI 53097-2418</p>	<p><b>MILWAUKEE SCHOOL OF ENGINEERING</b> 800.332.6763 or 414.277.6763 explore@msoe.edu www.msoe.edu 1025 North Broadway Milwaukee, WI 53202-3109</p>	<p><b>WISCONSIN LUTHERAN COLLEGE</b> 414.443.8811 admissions@wlc.edu www.wlc.edu 8800 West Bluemound Road Milwaukee, WI 53226-4626</p>
<p><b>EDGEWOOD COLLEGE</b> 800.444.4861 x 2294 or 608.663.2294 admissions@edgewood.edu www.edgewood.edu 1000 Edgewood College Drive Madison, WI 53711-1997</p>	<p><b>MOUNT MARY UNIVERSITY</b> 414-930-3024 mmu-admiss@mtmary.edu www.mtmary.edu 2900 North Menomonee River Parkway Milwaukee, WI 53222-4545</p>	