

# UNIVERSITY OF WISCONSIN-EAU CLAIRE

## YOUTH OPTIONS/HIGH SCHOOL SPECIAL APPLICATION

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at UW-Eau Claire. Instructions, general information and important billing information are provided on a separate sheet titled GENERAL INFORMATION AND PROCEDURES, which should be attached to this form. Please carefully read the attached information sheet before completing any part of this form. **A separate form must be completed for each term you wish to enroll at UW-Eau Claire.**

### SECTION I - STUDENT INFORMATION (to be completed by the student)

(PLEASE TYPE OR PRINT IN INK)

Student is applying for:  Fall Semester 20\_\_-\_\_  Spring Semester 20\_\_-\_\_  Summer Session 20\_\_-\_\_ (High School Special Only)

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ (See "Use and Disclosure of Social Security Number.")

1. Name: \_\_\_\_\_  
Last name First name Middle name

2. Former last name(s) if applicable: \_\_\_\_\_

3. Permanent address: \_\_\_\_\_  
Street/RFD City State Zip County

4. Mailing address (if different): \_\_\_\_\_  
Street/RFD City State Zip County

5. Home phone number: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail address: \_\_\_\_\_

6. Race/Ethnicity: Please answer both a and b:

a. Ethnicity: Are you of Hispanic or Latino/a origin?  Yes  No (If yes, choose one or more from the following list.):  
 Cuban  Mexican, Mexican American, or Chicano/a  Puerto Rican  Other Hispanic or Latino/a

b. Race: Choose one or more from the following list:  African American or Black  
 American Indian or Alaska Native (specify tribal affiliation) \_\_\_\_\_  
 Native Hawaiian/ Pacific Islander  Cambodian  Hmong  Laotian  Vietnamese  Other Asian  White

7. Gender:  Male  Female Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Yr

8. Name of parent(s) and Address: \_\_\_\_\_  
 (if different permanent address): \_\_\_\_\_

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 at UW-Eau Claire. If I enroll at the University, I will abide by its rules and regulations. I also understand that courses taken at the University of Wisconsin-Eau Claire will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize the University of Wisconsin-Eau Claire to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

\_\_\_\_\_  
 Student Applicant's signature/Date

\_\_\_\_\_  
 Parent's Signature/Date

### SECTION II - PROGRAM INFORMATION

TO BE COMPLETED BY STUDENT (with help from counselor)

TO BE COMPLETED BY HIGH SCHOOL

Course(s) Intending to Take	Course No.	UWEC No. of Credits	UWEC Course is Comparable to HS Course		No. of HS Credits to be Granted
			Yes	No	



# UNIVERSITY OF WISCONSIN-EAU CLAIRE

## YOUTH OPTIONS/HIGH SCHOOL SPECIAL STUDENTS

### GENERAL INFORMATION AND PROCEDURES

#### ADMISSION STANDARDS

Open Enrollment Student. Admission criteria: must be a junior or senior ranking in the top 25% OR in the top 50% with an ACT composite of 24 or greater (SAT V+M of 1110 or greater).

Exception Enrollment Student. Admission criteria: must be a junior or senior ranking in the top 50% who can provide substantial and convincing letters of recommendations and/or data demonstrating high ability in a specific area of University study. (Attach the documentation to this application.) For more information, contact the UW-Eau Claire Admissions Office.

#### APPLICATION PROCESS

- **Youth Options Only:** You must complete a PI-8700 form. Information regarding the PI-8700 and all other forms and information for Youth Option students can be found at <http://www.dpi.wi.gov/youthoptions/index.html>.
- Youth Options/High School Special must complete the Youth Options/High School Special Application AND submit an **OFFICIAL** high school transcript showing rank-in-class and test scores for each semester they plan to attend.
- Youth Options/High School Special students are urged to submit the admission application and supporting documents by August 1 for Fall enrollment, December 1 for Spring enrollment, and May 1 for Summer enrollment. Youth Option/High School Special students register during special student registration on a space available basis.(Youth options have earlier dates to notify their school boards.)
- Distance Education Course registration is by arrangement.
- Send all materials to the UW-Eau Claire, Admissions Office, PO Box 4004, Eau Claire, WI 54702-4004.

For questions on the application procedure, contact Sandy Hamler in the Office of Admissions (836-5417 or [hamlersj@uwec.edu](mailto:hamlersj@uwec.edu)).

#### GENERAL INFORMATION

- \* The University of Wisconsin-Eau Claire is limited in the number of students it may enroll each year. These restrictions may affect the University's ability to permit eligible Youth Options Program/high school special students to enroll and/or the number of credits for which the students will be able to enroll. Eligible high school students will be allowed to register if enrollment limitations at the University permit and if there is a seat available in the class(es) for which the student intends to register.
- \* High school students generally register after UWEC regular students have registered.
- \* The Admissions Office will notify applicants of their eligibility to enroll at the University within 3-4 weeks of receipt of their application materials. Registration information will be provided to eligible students at that time.
- \* All prospective students who have not graduated from high school must complete a UWEC Youth Options Program/High School Special Student application form for each semester (fall, spring or summer) they wish to enroll in University courses.
- \* Youth Options Program/high school special students must abide by all regulations, policies and procedures of the University as outlined in the University catalog, semester timetable and official University documents. These include, but are not limited to, the University drop, withdrawal, tuition refund, grading and attendance policies. In addition, all students must comply with the rules set forth by instructors.
- \* Courses taken at UWEC become a part of the student's permanent university record and may affect subsequent admission eligibility to postsecondary institutions.

## **PROCEDURES FOR BILLING AND PAYMENT OF TUITION AND FEES**

Under the provisions of the Youth Options Program, school districts assume responsibility for payment of tuition and fees for students approved by them for high school credit, and who are accepted by and enrolled at the University. The state statutes require payment within 30 days after the completion of the coursework. High school special students who are not part of the Youth Options Program must submit a registration deposit of \$100 before registration for classes. They will be billed according to the fee schedule listed in the UWEC Timetable.

### **REGISTRATION, BILLING, AND RESPONSIBILITY FOR PAYMENTS:**

Youth Options Program/high school special students should register by following the instructions provided to them by the Office of Admissions. Course registrations are **not** final until billing arrangements are made. Responsibility for payment will be determined at that time.

If responsibility for payment lies with the student and/or parent, normal billing policies and procedures (see University catalog and timetable) will apply. If responsibility lies with the school district, the University will bill the school district according to the University's normal billing schedule.

### **TEXTBOOK INFORMATION:**

Main texts for each course are rented. Some textbooks will need to be purchased. If you drop a class, return your textbook from that class immediately so another student can use it. You may check out only one copy of each textbook. If you lose the book, you must pay the replacement price of that textbook before you can check out another. Rental materials are due on the last day of final exams, but you can bring books back one at any time to avoid lines. If your rental textbooks aren't returned by the last day of finals, you will be fined. Failure to return your books, and disregarding warning notices about returning them, will increase the fine and could adversely affect your credit rating. If you wish to buy the textbook you've rented for your professional library, a purchase period is set each semester.

### **WITHDRAWAL/DROP POLICIES:**

If a student drops a course or withdraws from the University, the party responsible for payment of tuition and fees will be responsible for all costs incurred to the date of the drop/withdrawal based on the University's refund policy.

### **FINANCE CHARGES:**

If the party responsible for payment of tuition and fees fails to comply with the payment schedule, finance charges will accrue on the balance due from the billing due date.

### **USE AND DISCLOSURE OF SOCIAL SECURITY NUMBER:**

Federal law allows the University to request and use your Social Security Number (SSN) for routine record keeping, institutional statistics and research, and compliance with Federal and State reporting requirements. Although providing the SSN is not required for admission to the University, it is required for financial aid and ensures that you will be able to claim the new educational tax benefits, if eligible, on your federal tax return. The University may use the SSN for billing and collection efforts, financial aid, internal verification and administrative purposes.

The SSN is protected under the Federal Privacy Act of 1974 (5 U.S.C 552a) and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and will only be disclosed as provided above or with the student's consent or as otherwise required or permitted by law.