



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

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 AND PARENT INFORMATION (TO BE COMPLETED BY STUDENT AND PARENT) (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: \_\_\_\_\_

Gender identification:  F  M  Prefer not to answer    Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ High School: \_\_\_\_\_ Anticipated Year of Graduation: \_\_\_\_\_

Parent/Guardian/Foster Parent Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone:  Mobile  Home \_\_\_\_\_ Address (if different from above): \_\_\_\_\_

*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

**SECTION III – 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 I	ENG 110	3	X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Indicate how you meet the prerequisites and your academic need for this course:</b>					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Indicate how you meet the prerequisites and your academic need for this course:</b>					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Indicate how you meet the prerequisites and your academic need for this course:</b>					
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Indicate how you meet the prerequisites and your academic need for this course:</b>					

**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.**



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**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 by the designated due date
- obtaining the admissions and registration information for the institution 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) by the designated due date (February 1 for summer courses, March 1 for fall courses, and October 1 for spring 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 private, nonprofit institution at which the Early College Credit Program course(s) was/were approved and work with the private, nonprofit institution personnel as well as a high school counselor to enroll in appropriate course(s).
6. Follow the application and registration requirements and deadlines at the private, nonprofit institution.
7. Submit all required documentation (i.e. high school transcripts along with any prerequisite documentation (test scores)).
8. 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).
9. If you have a documented disability and need accommodations, contact the private, nonprofit institution for additional information and assistance.
10. The private, nonprofit institution may require a parent/guardian/foster parent signature on a form regarding the safety of minors on campus. If needed, the form will be provided to the student.

### 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). 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.

<https://www.wisconsinsprivatecolleges.org/info/waicu-info/student-resources/highschool-dual-enrollment-options/>



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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>EDGEWOOD UNIVERSITY</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>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>BELLIN COLLEGE</b> 800.236.8707 or 920.433.6699 admissions@bellincollege.edu www.bellincollege.edu 3201 Eaton Road Green Bay, WI 54311-6830</p>	<p><b>HERZING UNIVERSITY</b> 800.596.0724 info@herzing.edu www.herzing.edu 4006 Washington Road Kenosha, WI 53144</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>
<p><b>BELOIT COLLEGE</b> 800.923.5648 or 608.363.2500 admissions@beloit.edu www.beloit.edu 700 College Street Beloit, WI 53511-5509</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>RIPON COLLEGE</b> 920.748.8709 adminfo@ripon.edu www.ripon.edu 300 West Seward Street Ripon, WI 54971-0248</p>
<p><b>CARROLL UNIVERSITY</b> 800.CARROLL or 262.524.7220 eccp@carrollu.edu www.carrollu.edu 100 North East Avenue Waukesha, WI 53186-3103</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>ST NORBERT COLLEGE</b> 800.236.4878 or 920.403.3005 admit@snc.edu www.snc.edu 100 Grant Street De Pere, WI 54115-2099</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>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>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>MARQUETTE UNIVERSITY</b> 414.288.7302 admissions@marquette.edu www.marquette.edu 1250 West Wisconsin Avenue Milwaukee, WI 53201-1881</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>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>	