



College Credit Plus (CCP)

Application for Admission for high school students - Deadline May 1st

Please provide the following information, obtain the required signatures and return this form along with an official high school transcript and official ACT and/or SAT test scores to Heidelberg University | Office of Admission | 310 E. Market St. | Tiffin, OH 44883

Check here if you have previously been enrolled at Heidelberg and are applying to continue in the CCP program.

Student Information (Please Print)

Name _____
First Middle Last Preferred first name

Mailing address _____

City _____ State _____ Zip _____

Social Security Number _____ Birthdate _____ Male Female

Student Phone _____ E-mail _____

Name of Parent/Guardian _____ Phone number _____

Are you a US Citizen? Yes No If no, country of citizenship _____

Optional Information

Religious Preference _____

How do you describe yourself? (check one)

- American Indian or Alaskan Native Black, African American White, Anglo, Caucasian
 Asian or Pacific Islander Hispanic (Puerto Rican, Mexican or Latino) Other _____

High School Information and Academic Record

High School _____ Anticipated graduation date _____

Class standing for the upcoming academic year senior junior sophomore freshman other _____

Cumulative GPA: _____ on a _____ scale Academic rank in your high school class: _____ in a class of _____

Test Scores: If not yet taken, date test will be taken _____

SAT Score: _____ Date _____ ACT Score: _____ Date _____

Have you earned any college credits through another college? Yes No

If yes, approximately how many hours? _____

Enrollment Information

Please check the term(s) you plan to attend:

Fall Semester (August-December) 20 _____

Spring Semester (January-May) 20 _____

Summer 20 _____

To be completed by guidance counselor:

#1 Maximum college credits student may take per year: _____ 30

#2 Number of high school credits applicant plans to take at the high school during the academic year: _____ x 3 = _____

#3 Subtract result from 30. This is the total number of college credits the student may take during the academic year: _____

#4 Number of college credits student plans to take through another institution during the academic year: _____

Subtract #4 from #3. This is the maximum number of credits student may earn at HU during the academic year: _____

Consent & Approval

Parent/legal guardian consent for child to participate in the College Credit Plus Program

I hereby grant permission for my child to enroll in the College Credit Plus program at Heidelberg University. I understand:

Parent Initial

- Completion of this consent form does not guarantee admission to a specific program or course. Students must meet course placement and/or prerequisite requirements for ALL courses they wish to enroll in. _____
- This is not a course registration form. This form authorizes the student to register for Heidelberg courses using Heidelberg's online registration system. _____
- Courses taken and grades earned will become a part of the student's permanent academic record, be included on the high school transcript, and calculated in the high school grade point average. _____
- Courses taken for high school graduation credit may impact student's ability to graduate high school. _____
- If the student fails a course and/or withdraws after the 100% refund deadline, the school district may bill the family for the cost of attendance. A student may withdraw from a course on or prior to the "Last Day to Drop" and receive a 'W' on their college transcript, which will not affect their college GPA. Students who wish to drop a course should consult with their school district representative and College Credit Plus Advisor before doing so. Failure to drop a course by the end of the semester will result in a failing grade. _____
- Parents are not permitted to sit in on courses with students unless they are registered for the course as a paying student. _____
- Since the student is taking courses on campus, the student may be in class with adults who come from a variety of backgrounds, ages, and criminal histories. _____
- The student may be required to interact with classmates on group work/projects inside and outside of the classroom. _____
- The subject matter of the courses may include mature themes and materials and will not be modified based upon College Credit Plus student participation. _____
- If the student has a documented disability, it is the student's responsibility to request accommodations through the Office of Disability Services in order to receive services deemed appropriate for the student. _____
- A student may not register for more than their allotted hours. The family will be billed by Heidelberg University for all tuition and fees associated with those hours/courses beyond what is allotted by the school district representative. _____
- All communication regarding your student must be handled through the College Credit Plus Advisor at Heidelberg and your student's school district representative, in compliance with the Family Educational Rights and Privacy Act (FERPA). Parents should never contact instructors regarding student progress, attendance, assignments, etc. _____
- Student may be asked to complete a course evaluation at the end of the course. _____

Parent/Guardian Signature _____ Date _____



Student Consent to Release Information and Information Approval

I hereby authorize and consent to shared information/educational records between Heidelberg University, school district representatives, and parent/guardians which may include (but not be limited to) records of attendance, participation, grades, assignments, and academic/behavioral conduct. I also authorize my school district to release my SSID/UID# and Maximum Credit Hours to Heidelberg.

I certify that the information in this document is complete and that I have been counseled by my high school on the benefits and risks associated with participation in the CCP program. I understand that, I am giving my permission for Heidelberg at the end of each semester to report my course grades by sending my transcripts to the home high school and to the Ohio Department of Education. I understand that any misrepresentation of information on this application is sufficient grounds for dismissal from Heidelberg. I also understand that continuation in the CCP program is conditional upon meeting satisfactory academic standing. Heidelberg reserves that right to contact the school counselor to provide academic updates as needed.

Student Signature _____ Date _____

School District Consent to Participate

I certify that the named student has completed the Letter of Intent to Participate in College Credit Plus form or has been granted permission by the school district representative if the aforementioned form was not received by April 1st.

School Representative Signature _____ Date _____

I would like to discuss this student Yes No

If you would like to discuss this student please provide phone number: _____

Students from non-public high schools will also need to provide a copy of the letter from the state of Ohio verifying the number of credit hours a student is approved for.

Please submit this application with an official high school transcript and ACT and/or SAT test scores.

FOR OFFICE USE ONLY

App. Received _____ Transcripts Received _____ Test Scores Received _____ Rec. Received _____

Admit _____ Deny _____

