



# APPLICATION SUPPLEMENT FOR HIGH SCHOOL STUDENTS TO DUAL ENROLL IN UNIVERSITY COURSES

This supplement to Northwood University's Application for First-Year Students is for high school students who wish to take courses at Northwood University before high school graduation.

## A TO BE COMPLETED BY THE STUDENT

NAME	FIRST	MIDDLE	LAST	OTHER PREVIOUS LAST NAMES	
ADDRESS	STREET		CITY	STATE	ZIP CODE
EMAIL	TELEPHONE NUMBER		DATE OF BIRTH		
HIGH SCHOOL	CITY		COUNTY		

SEMESTER DESIRED  FALL (AUG.)/YEAR \_\_\_\_\_  SPRING (JAN.)/YEAR \_\_\_\_\_  SUMMER (MAY)/YEAR \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ COURSE NAME \_\_\_\_\_

Note: Courses are subject to cancellation if minimum enrollment is not met.

The parent/guardian and student hereby allows the release of all aspects of the student's educational records, as allowed under the Family Educational Rights and Privacy Act (FERPA), and student financie information to the parent(s)/legal guardian(s) and the high school designee for district paid/sponsored courses.

DATE	SIGNATURE OF APPLICANT
DATE	SIGNATURE OF PARENT OR GUARDIAN

## B TO BE COMPLETED BY THE HIGH SCHOOL PRINCIPAL OR COUNSELOR

Student Unique Identification Code (UIC) \_\_\_\_\_

I certify that \_\_\_\_\_ is currently enrolled at \_\_\_\_\_ High School

and is in the grade. \_\_\_\_\_ District School Code: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SCHOOL DISTRICT ADDRESS	STREET	CITY	STATE	ZIP CODE
-------------------------	--------	------	-------	----------

### Please answer the following questions:

- How many high school classes per term does a typical full-time student enroll in? \_\_\_\_\_
- How many high school courses is the dual enrollment course being counted as? \* \_\_\_\_\_  
\*Most commonly 1 or 2

DATE	SCHOOL DISTRICT OR AUTHORIZED REPRESENTATIVE SIGNATURE	TITLE
------	--	-------

**School District:** Please return this form along with the following: 1. Principals Letter (see attached example), 2. a copy of the student's high school transcript, and 3. standardized test scores (ACT, SAT), if available to: Northwood University, Registrar's Office, 4000 Whiting Drive, Midland, MI 48640; or send by email to registrar@northwood.edu.

Submission of this form confirms the school district approves the student for the dual enrollment classes selected in Part A and authorizes Northwood University to bill the school district (public high school) or State of Michigan (non-public high school) up to the maximum state funding level per course.

Please contact Northwood University Finance and Accounting Services at (989) 837-4207 or mibusoff@northwood.edu to confirm payment and billing arrangements.