



**HARTWICK
COLLEGE**
est. 1797

Application for Admission with Special Student Status (Non-Degree Seeking)

Office of the Registrar
101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

For office use only:
Received: _____
Processed: _____

Please complete this form and return it to the Registrar's Office at least ten days prior to the start of the term in which you intend to enroll. High school students must enroll through Academic Affairs.

Conditions:

- If you are a new applicant, you must submit an unofficial high school transcript and unofficial post-secondary transcripts (if applicable) in order to enroll.
- If you do not have pre-requisites for a course, are auditing a course or taking a course for non-credit, wish to enroll in a closed course or permission required course, you must obtain instructor permission.
- Please refer to the employee handbook (if applicable) for all information regarding eligibility for tuition remission and fees. *Note that if you are applying for Tuition Remission by signing below, you verify that, prior to the submission of this form, you have discussed and understand your eligibility for Tuition Remission as a Hartwick College employee/dependent of a Hartwick College employee. You also verify that you understand that in the event you are not eligible, you are responsible for any bill you may receive from Hartwick College.*

Section 1: Student Information

Name (last/middle/first): _____ Date: _____

Phone (in case of questions): _____ Email: _____

DOB: _____ SSN: _____

Address (Street/City/State/Zip): _____

Are you an employee of the College? Yes* No

Are you currently enrolled at another institution? Yes No

Are you related to an employee of the College? Yes*** No

***If YES, you must submit a Tuition Remission form to Human Resources prior to registering for the course.

List the name of the Hartwick employee you are related to: _____

Are you an adjunct?† Yes No

†Please see Academic Affairs before completing this form.

Are you eligible for Senior Citizen Fee Waiver (age 62 or over)? Yes No

Have you previously attended Hartwick? Yes^ No ^If YES, please list dates of attendance: _____

Are you applying for non-credit study/audit? Yes No

Note: There is a \$150 fee per course if you are taking a course for non-credit study/auditing

Section 2: Course Information

Term/Year	Course #/Section	Course Title	# of Credits	Audit? (circle one)	Instructor Signature (if required)
				Y / N	
				Y / N	

Section 3: Signatures for Approval

Supervisor Signature (for Hartwick Employees) Date

Signature of Hartwick Employee you are related to (if applicable) Date

Signature of Student Date