



Fall 2016

## Advanced College Experience - ACE Application

This application is appropriate for a junior or senior in high school who is seeking admission to the Advanced College Experience (ACE) Program. The following is required for consideration:

1. Completed ACE application with student, parent/guardian and high school official signatures.
2. Official high school transcripts - a minimum cumulative GPA of 3.25 is required for consideration.
3. A copy of the student's immunization records if the student will be attending classes on Carroll's campus.

Enrollment Term:  Fall Semester  Spring Semester  Summer Session Year: \_\_\_\_\_

Have you previously enrolled at Carroll College  Yes  No If yes, when? \_\_\_\_\_

### STUDENT INFORMATION

Last	First	MI
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### Address

Street		
City	State	Zip Code

### Contact Information

Home Phone	Cell Phone
Email	

### ID Information

Date of Birth	Social Security Number (optional):
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### Name of High School

### Graduation Date

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**A maximum of two courses (8 credits) per semester will be allowed at the reduced rate. Carroll College students have first priority to register for classes.** Requested Courses:

Dept Name	Course #	Course Title

**ACE course credits earned with a passing grade will be applicable to a degree program at Carroll College. Tuition for ACE courses is \$100 per Semester credit. You will also be assessed a \$60.00 technology fee plus any applicable course (e.g. lab) fees. Lab fees vary per class, and can be found on our web-site on the list of courses.**

### MOTHER/GUARDIAN INFORMATION

Last	First	MI
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### Address – If Different From Student Address

Street		
City	State	Zip Code

### Contact Information

Home Phone	Cell Phone
Place of Employment/Work Phone	

**FATHER/GUARDIAN INFORMATION**

Last	First	MI
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**Contact Information**

Home Phone	Cell Phone
Place of Employment/Work Phone	

**Student Signature-** By signing this agreement, I acknowledge that I am subject to and agree to abide by Carroll College policies, regulations and codes of conduct. I further acknowledge that permission to enroll in ACE courses does not imply that I will be admitted as a degree-seeking student. If I wish to earn a degree from Carroll College I must apply for admission as a degree-seeking candidate.

**In addition, your signature is needed:** In accordance with the Family Educational Rights and Privacy Act (FERPA), Carroll College can **only** release education records to the student. The student may; however, voluntarily waive their privacy rights to specified persons. By signing the section below, I hereby authorize Carroll College to release my grades to my high school counselor or principal.

Signature	Date
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Student applying to the ACE Program must have the consent of a parent/guardian, high school official and a Carroll College official before enrolling in classes.

**Parent/Guardian Signature**

Signature	Date
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**High School Official Signature**

Signature	Date
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Please return to: Office of Admission  
Carroll College  
1601 North Benton Avenue  
Helena, MT 59625-0002

Questions?  
Phone: (406) 447-4384  
Email: cthornqu@carroll.edu

**IMPORTANT INFORMATION – WITHDRAWAL & REFUND POLICIES**

- The last day to change course enrollment, Monday, August 29, 2016
- In instances where a student completely withdraws from Carroll College, tuition and fees will be charged based on a percentage of the period that the student remained enrolled. Carroll College follows Federal Refund Policy when processing withdrawals.
- In instances where the start date of a class is other than the first week of the semester, the Add/Drop period will be the **first five calendar days of that class**.
- The official withdrawal date is determined by the date the student begins the withdrawal process or officially notifies the Registrar’s Office of his/her intent to withdraw.

I understood the refund policy for **full withdrawal** of an ACE student will be:

<u>Percentage of Semester</u>	<u>Amount Refunded</u>
First 50% of Semester	100% less \$25 administrative fee
Beyond 50% of Semester	No refund