



# UNDERGRADUATE APPLICATION

INDIANA**TECH**

[online.indianatech.edu](https://online.indianatech.edu)



# INDIANA**TECH**

## ADMISSIONS REQUIREMENTS

Indiana Tech offers undergraduate degrees in classrooms and online using a six-week course format designed to meet the needs of working adult students.

Students seeking admission to Indiana Tech must:

- Have an accredited high school diploma or GED or HSE from a credible testing center.
- Complete the Application for Admission.

## APPLICATION CHECKLIST

This Undergraduate Application is your guide to getting started on earning a certificate or an associate or bachelor's degree at Indiana Tech.

This checklist can help you stay on track with your goals.

- ☐ Complete the Application for Admission.
- ☐ Complete the Payment Options Form before registering for your first class.
- ☐ Sign the Textbook Rental Agreement to indicate your understanding of Indiana Tech's textbook policy.

## APPLICATION FOR ADMISSION UNDERGRADUATE DIVISION

### STUDENT INFORMATION

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Full legal name: \_\_\_\_\_  
Last First Middle Maiden

Home address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State ZIP

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Legal gender: ☐ Male ☐ Female ☐ Undeclared

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

County of residence: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

### Ethnicity/Race:

*Optional, will be used for statistical purposes only.*

1. First please designate your ethnicity as:

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino

2. Then please indicate one or more races that apply among the following:

- ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African-American  
☐ Native Hawaiian or Other Pacific Islander ☐ White

**Military Service:**

1. Are you currently serving in the US military? ☐ Yes ☐ No  
If yes, which branch?  
☐ Air Force                      ☐ Air Force Reserve                      ☐ Air National Guard                      ☐ Army  
☐ Army National Guard                      ☐ Army Reserve                      ☐ Coast Guard                      ☐ Coast Guard Reserve  
☐ Marine Corps                      ☐ Marine Corps Reserve                      ☐ Navy                      ☐ Navy Reserve
2. Are you a veteran of the US armed forces? ☐ Yes ☐ No  
If yes, which branch?  
☐ Air Force                      ☐ Army                      ☐ Coast Guard                      ☐ Marine Corps                      ☐ Navy
3. Are you the spouse of a US service member or veteran? ☐ Yes ☐ No
4. Are you a current **civilian** employee of the US Department of Defense or US Department of Veterans Affairs?  
☐ Yes ☐ No

ACADEMIC PREFERENCES

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**Preferred class location:**

- ☐ Online                      ☐ Evansville                      ☐ Fishers                      ☐ Fort Wayne                      ☐ Greenwood                      ☐ Hammond  
☐ Elkhart                      ☐ Indianapolis                      ☐ Jeffersonville                      ☐ Lafayette                      ☐ Louisville                      ☐ Mishawaka  
☐ Northern Kentucky                      ☐ Warsaw                      ☐ Other class site: \_\_\_\_\_

**Please choose which degree you will pursue from the list below (note that not all degrees are available at all locations)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting, A.S.                               | <input type="checkbox"/> Construction Management        | <input type="checkbox"/> Emergency Response Management, B.S.            |
| Business Administration, A.S.   | <input type="checkbox"/> Entrepreneurial Studies        | <input type="checkbox"/> General Studies, B.A.                          |
| <input type="checkbox"/> Management                                     | <input type="checkbox"/> Financial Services             | <input type="checkbox"/> Health Information Management, B.S.            |
| <input type="checkbox"/> Production Management                          | <input type="checkbox"/> Health Care Administration     | <input type="checkbox"/> Human Services, B.S.                           |
| <input type="checkbox"/> Criminalistics, A.S.                           | <input type="checkbox"/> Human Resources                | <input type="checkbox"/> Industrial and Manufacturing Engineering, B.S. |
| <input type="checkbox"/> Criminal Justice, A.S.                         | <input type="checkbox"/> InsurTech                      | <input type="checkbox"/> Information Systems, B.S.                      |
| <input type="checkbox"/> Electrical Engineering Technology, A.S.        | <input type="checkbox"/> Management                     | <input type="checkbox"/> Marketing, B.S.                                |
| <input type="checkbox"/> General Studies, A.A.                          | <input type="checkbox"/> Management Information Systems | <input type="checkbox"/> Network Management, B.S.                       |
| <input type="checkbox"/> Health Information Technology, A.S.            | <input type="checkbox"/> Supply Chain Management        | <input type="checkbox"/> Organizational Leadership, B.S.                |
| <input type="checkbox"/> Industrial and Manufacturing Engineering, A.S. | <input type="checkbox"/> Child Development, B.S.        | <input type="checkbox"/> Psychology, B.S.                               |
| <input type="checkbox"/> Information Technology, A.S.                   | <input type="checkbox"/> Communication, B.A.            | <input type="checkbox"/> Sport Management, B.S.                         |
| <input type="checkbox"/> Mechanical Engineering Technology, A.S.        | <input type="checkbox"/> Graphic Design                 | <input type="checkbox"/> Supply Chain Management, B.S.                  |
| <input type="checkbox"/> Network Management, A.S.                       | <input type="checkbox"/> Journalism & Broadcasting      | <input type="checkbox"/> <b>Undergraduate Certificate:</b>              |
| <input type="checkbox"/> Network Management, A.S.                       | <input type="checkbox"/> Sports Media                   | _____   |
| <input type="checkbox"/> Accounting, B.S.                               | <input type="checkbox"/> Criminal Justice, B.S.:        |   |
| Business Administration, B.S.   | <input type="checkbox"/> Rehabilitative Services        |   |
| <input type="checkbox"/> Business Communication                         | <input type="checkbox"/> Cybersecurity, B.S.            |   |

## HIGH SCHOOL INFORMATION

☐ I am a high school graduate from an accredited high school or GED/HSE recipient from a creditable testing center.

Name of high school	City	State
<hr/>		
Name at time of graduation	Month/year of graduation or GED/HSE earned	

I have verified that my high school diploma or GED/HSE is acceptable at Indiana Tech.

\_\_\_\_\_  
Student's signature

☐ I do not and will not have a high school diploma or GED/HSE.

Name of high school	City	State
<hr/>		
Highest grade completed		

## COLLEGE EXPERIENCE

Please list the colleges and universities that you have attended as a full-time or part-time student.

- |       |                    |                      |                |                |
|-------|--------------------|----------------------|----------------|----------------|
| 1.    | College/University | Name while attending | Dates attended | Credits earned |
| <hr/> |                    |                      |                |                |
| 2.    | College/University | Name while attending | Dates attended | Credits earned |
| <hr/> |                    |                      |                |                |
| 3.    | College/University | Name while attending | Dates attended | Credits earned |
| <hr/> |                    |                      |                |                |
| 4.    | College/University | Name while attending | Dates attended | Credits earned |
| <hr/> |                    |                      |                |                |

Are you submitting CLEP/DANTES/USAF examinations for credit? ☐ Yes ☐ No

Would you like more information about credit for prior learning? ☐ Yes ☐ No

## FINANCIAL INFORMATION

While it is the ultimate responsibility of each student to finance his or her own education, Indiana Tech will work with third parties to try to aid students in their quest for financial assistance. Please indicate which sources of financial aid you will be utilizing, so that we may better assist you.

- |  |  |
|--|--|
| <input type="checkbox"/> Employer tuition assistance | <input type="checkbox"/> Government student aid programs |
| <input type="checkbox"/> Veterans/Military benefits  | <input type="checkbox"/> Student loans                   |
| <input type="checkbox"/> Job Works                   | <input type="checkbox"/> Other: _____                    |

*If you are in need of financial aid, you can complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov) or you can contact the College of Professional Studies at 800.288.1766. This form is required for all government aid and student loan programs. Visit us online at [CPS.IndianaTech.edu](http://CPS.IndianaTech.edu) for more information about the various aid programs or call the Financial Aid Office at 800.937.2448 or 260.422.5561, ext. 2334.*

PROFESSIONAL WORK EXPERIENCE

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Provide a history of your work experience. Start with your current or most recent employer and work backward.

Job title: \_\_\_\_\_

Employer’s name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Employment dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Employer’s name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Employment dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Employer’s name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Employment dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

NON-DISCRIMINATION POLICY

Indiana Tech admits students without regard to race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status or any other classification protected by applicable discrimination laws, with all rights, privileges, programs and activities generally accorded or made available to students at the school. Indiana Tech does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status or any other classification protected by applicable discrimination laws, in administration of its educational policies, admissions policies, scholarship, loan programs and athletic and other school administered programs. Indiana Tech will make reasonable accommodations for qualified individuals with a disability, if it can do so without undue hardship, so that such individuals can enjoy the same access to services, programs or activities as other non-disabled individuals.

SELF-DISCLOSURE OF DISABILITY

Applicants who wish to receive information about auxiliary aids or services, other accommodations or assistance from Indiana Tech Disability Services are invited to disclose their disability at the time of application. You may choose to disclose a disability to us at any time.

When Disability Services receives your self-disclosure, you will be contacted by Indiana Tech’s disability coordinator to begin the accommodations request process. Documentation from a professional regarding your disability is required. If you decide to request services related to a disability, we must have documentation of your disability on file. For more information, please visit [StudentSuccess.IndianaTech.edu/Disabilities](http://StudentSuccess.IndianaTech.edu/Disabilities).

VERIFICATION

I do hereby certify that:

- All the information listed on this application is, to the best of my knowledge, accurate and truthful.

Signature

Date

Please mail the completed application to the location nearest you.

<b>Fort Wayne</b> 1600 E. Washington Blvd. Fort Wayne, IN 46803 260.422.5561	<b>Fishers</b> 10765 Lantern Road Fishers, IN 46038 317.863.3450	<b>Indianapolis</b> 3500 DePauw Blvd. Pyramid 3010 Indianapolis, IN 46268 317.466.2121	<b>Mishawaka</b> 4215 Edison Lakes Pkwy. Suite 150 Mishawaka, IN 46545 574.232.8324
<b>Bowling Green</b> 360 East 8th Avenue Suite 320 Bowling Green, KY 42101	<b>Greenwood</b> 1499 Windhorst Way Suite 200 Greenwood, IN 46143 317.807.0077	<b>Jeffersonville</b> 4500 Town Center Blvd. Suite 101 Jeffersonville, IN 47130 812.283.8001	<b>Northern Kentucky</b> 809 Wright Summit Pkwy. Suite 310 Fort Wright, KY 41011 859.916.5884
<b>Elkhart</b> 881 Parkway Ave Suite 100 Elkhart, IN 46516 574.296.7075	<b>Hammond</b> 2901 Carlson Drive Suite 203 Hammond, IN 46323 219.836.1910	<b>Lafayette</b> 823 Park East Blvd Suite D Lafayette, IN 47905	<b>Warsaw</b> 2928 Frontage Road Warsaw, IN 46580 574.268.9707
<b>Evansville</b> 900 Tutor Lane Suite 107 Evansville, IN 47715 812.909.3634	<b>Huntington</b> 2809 Commercial Rd. Huntington, IN 46750 260.359.8324	<b>Louisville</b> 11861 Commonwealth Dr. Louisville, KY 40299 502.708.2364	

For Office Use Only

Check number: \_\_\_\_\_

Credit card type: \_\_\_\_\_

Registration:     Y         N

Start date: \_\_\_\_\_

Accepted: \_\_\_\_\_

Student ID number: \_\_\_\_\_

# PAYMENT OPTIONS FORM

INDIANA**TECH**

## STUDENT INFORMATION

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Name (please print): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

## PAYMENT OPTIONS

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**Select ONE payment option.\*** Refer to the Payment Information Sheet to determine which option best fits your situation.

- ☐ **Pre-pay**    ☐ **Financial aid** (Date FAFSA filed \_\_\_\_\_)    ☐ **Direct billing** (separate form needed)
- ☐ **Voucher/Authorization form process** (employer \_\_\_\_\_)
- ☐ **Deferment for employer assistance**
- ☐ **Post 9/11 GI Bill**    ☐ **VA Vocational Rehabilitation**    ☐ **Military Tuition Assistance**

*\*Subject to approval by the Business Office. You will be contacted if another option is required.*

## DEFERMENT INFORMATION (COMPLETE THIS SECTION ONLY IF CHOOSING DEFERMENT FOR EMPLOYER ASSISTANCE)

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer contact person \_\_\_\_\_ Annual employer assistance amount \_\_\_\_\_

Description of reimbursement policy \_\_\_\_\_

I understand and agree that:

- I alone am fully responsible for full payment of all tuition, fees and books by the indicated due date, regardless of whether or not I receive payment from my employer. It is my responsibility to provide all necessary information (including grades) to my employer according to their policy regarding reimbursement.
- The university may contact my employer to determine whether I am eligible for the indicated tuition reimbursement.
- Any balance outstanding after the indicated due date will incur a late fee of \$50 in addition to the monthly late charges.
- I will not be permitted to register while I have a past due balance and any current registrations may be canceled.
- I have read and accepted this agreement and understand this form must be filed each academic year.

## VERIFICATION

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I, \_\_\_\_\_, have elected to pay for my tuition as selected above. I understand that my account is my responsibility, regardless of whether or not I receive payment from my employer or other financial assistance and I agree to follow Indiana Tech's payment policies. I understand that in the event my account is more than 30 days past due I will be assessed a \$50 late charge per month on the past due balance. Due to lack of payment, the university may give my account to an outside agency to seek restitution. Furthermore, in the event the university has to incur any expenses collecting this account, I agree to pay all the costs of collection. This includes, but is not limited to, collection agency fees, court costs, and/or any reasonable attorney fees. I authorize the university to release financial information about my account to those involved with collecting the balance due.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CONTACT INFORMATION

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Phone: 888.832.4742

Email: BusinessOffice@IndianaTech.edu

Fax: 260.420.8211

*Please keep a copy of this form for your personal records.*

## TUITION POLICY FORCE MAJEURE EVENTS

Indiana Tech may terminate or temporarily suspend performance of any part of this Contract, without notice, in the event Indiana Tech's obligations and/or duties under this Contract are prevented or delayed, either directly or indirectly, by consequence of a Force Majeure Event. A Force Majeure Event means a cause or event beyond the reasonable control of Indiana Tech, including, but not limited to, an act of God, natural disaster, act of war, act of terrorism, or act of the public enemy; national emergency, moratorium, riot, public protest, or demonstration; flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, tornado, hurricane, sinkhole, earthquake, or other casualty, disaster, or catastrophe; epidemic, pandemic or other infectious disease, or other similar causes; any existing or future laws or acts of the Federal or any state government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency of any such government) resulting in a complete or partial shutdown; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond Indiana Tech's reasonable control, irrespective of whether such contingency is specified herein or is presently occurring or anticipated.

In the case of a Force Majeure event, Indiana Tech reserves the right to determine how and by what method educational instruction will be provided to the student. Educational instruction may be provided through methods consistent with Indiana Tech's philosophy, as practicable under the circumstances, and at locations removed from the regular instructional rooms or buildings, including virtual instruction. Indiana Tech assumes no responsibility or liability for failure to perform any terms or conditions of this Contract due to circumstances beyond its control. No refund, recompense, or compensation is provided for tuition of fees and/or financial aid in the event Indiana Tech must change its method of instruction, suspend or close due to a Force Majeure Event, nor retribution for discomfort. Indiana Tech shall not be responsible for any failure to provide educational programs or instruction in the event Force Majeure conditions exist. In such event, Indiana Tech shall not be obligated to refund any amount the student already paid pursuant to the Contract. Nothing in this Contract shall be construed to relieve the student of his/her payment obligations under this Contract, or waive any right or claim of Indiana Tech for payment under the terms of this Contract.

This Agreement shall be interpreted, enforced, and governed under the laws of Indiana. This Agreement shall in all respects be interpreted, enforced and governed by and under the laws of the State of Indiana, without regard to choice of law principles. Should any arbitrator or court of competent jurisdiction declare any provision of this Agreement unenforceable, all other provision of this Agreement shall not be affected and will remain enforceable.

## DUE DATES FOR DEFERRED TUITION PAYMENTS (ACADEMIC YEAR 2022/2023)

Undergraduate and Graduate			Ph.D. Program		
Session	Registration Deadline	Due Date	Session	Registration Deadline	Due Date
1	Jul. 8, 2022	Oct. 19, 2022	1	Aug. 6, 2022	Nov. 29, 2022
2	Aug. 19, 2022	Nov. 29, 2022	2	Oct. 8, 2022	Feb. 3, 2023
3	Sept. 30, 2022	Jan. 11, 2023	3	Dec. 24, 2022	Apr. 19, 2023
4	Nov. 11, 2022	Mar. 8, 2023	4	Feb. 25, 2023	Jun. 21, 2023
5	Jan. 13, 2023	Apr. 26, 2023	5	Apr. 29, 2023	Aug. 10, 2023
6	Feb. 24, 2023	June 7, 2023	6	Apr. 29, 2023	Aug. 23, 2023
7	Apr. 7, 2023	July. 19, 2023	7	June 10, 2023	Oct. 3, 2023
8	May 19, 2023	Aug. 29, 2023			

## CONTACT INFORMATION

Phone: 888.832.4742

Email: [BusinessOffice@IndianaTech.edu](mailto:BusinessOffice@IndianaTech.edu)

Fax: 260.420.8211

*Please keep a copy of this form for your personal records.*



# TEXTBOOK RENTAL AGREEMENT INDIANA TECH

## TEXTBOOK POLICY

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Indiana Tech issues textbook(s) to students on a rental basis. All textbook(s) must be returned to Indiana Tech in good condition or the student will be billed for the damaged textbook(s).

Textbook(s) will be shipped as early as two weeks before the start of a session. If a student fails to change his/her address with Indiana Tech before his/her book is shipped, he/she will be responsible for the book.

All textbook(s) must be returned no later than two weeks after the class ends. No books will be accepted for return after that time and the student will be billed for the book(s). Students have six months from the date a book charge is placed on an account to dispute the charge. No charges will be removed after that time.

All textbook(s) are eligible for purchase by Indiana Tech students.

## VERIFICATION

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I certify that I have read and understand the textbook policy above.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTESTATION OF HIGH SCHOOL TRANSCRIPT

The purpose of the document is to allow me to apply to Indiana Institute of Technology and I understand that official transcripts will be required within 60 days of enrollment. If for any reason, this attestation of high school graduation or GED completion is found to be not accredited, false, or untrue, I understand that I will not have met an admission requirement and I will not be considered a regular student and thus, will be subject to immediate dismissal. Furthermore, I understand that if this attestation is found to be false or untrue, all Title IV financial aid and any state or institutional financial aid that was distributed on my behalf must be refunded to the appropriate source, and that I will be responsible for any and all money refunded.

(If you have provided college transcripts from a prior institution the requirement to provide an official high school transcript is waived, but your signature is still required below.)

I have read and acknowledged the attestation form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Indiana Tech will help you go further with 100-plus quality online degree and certificate programs. Classes begin every six weeks, so you can take one class at a time and make rapid progress toward completion.

INDIANA**TECH**

800.288.1766

[online.indianatech.edu](https://online.indianatech.edu)