How to Register Students for College in High School Classes

1.) The College in High School office will provide electronic copies of student application packets to you at the beginning of September (there is also a set at the end of this guide). Distribute them to interested students, after you have gone over the program with them in detail.

**Important:** Students may – and will – take more than one course as part of the CHS program. They may take no more than 12 credits (typically four courses).

We are asking that only one application for each student be submitted.

2.) Please familiarize yourself with the student applications. Because students can enroll in more than one class, and so that we may facilitate only one student application, you will see that as a faculty member you will be asked by the students to either sign-off on a student’s enrollment in your class, and/or collect student applications for submission. The student is asked to identify who he/she will turn their applications in for submission, and of course needs your permission to be a student in your class. You will see that the application seeks your affirmation in both of these roles.

3.) Please collect all completed application packets and registrations for your class. Verify that all applications have been filled out properly, and sign the registration forms. Send them all in one packet to the CHS office. Parents or students should not send in applications. The registration deadline is set by the teacher, but may not be later than the following date: December 16th, 2016.

**Important:** This is true for both first semester/second semester courses and full-year courses.

4.) To finalize a student’s registration for a CHS course, include the following completed material for each student registering:

Application form, with all signatures
Tuition check with student's name written on it, made out to the University of Pittsburgh at Bradford

Mail completed material for all students to the CHS office:
Dr. Stephen Robar
College in High School Program Director
University of Pittsburgh at Bradford
300 Campus Drive
Bradford, PA 16701
Student Application for College in High School

(Note: You are to fill out and submit only one application)

Social Security Number

Last Name

First Name

Mid. Initial

Permanent Address

City

State

Zip

Telephone Number

High School

Expected Grad. Date

Month – Year

Have you ever applied to any University of Pittsburgh campus before (including the College in High School program)?

Yes

No

DEMOGRAPHIC INFORMATION: The demographic information collected on this side of the form is designed to provide the institution with ethnic, sex, disability and citizenship data on all applicants. The data are used by the University to respond to the requests of governmental agencies for aggregated summary information that must be provided by law. This information will not be used by the University in making admission decisions, nor will the information on individual students be released outside the University without the written permission of the student.

Date of Birth

Sex

Us Citizen

Ethnicity

Residency

Are you a Resident in Pennsylvania?

Yes (more than one year) No

Is your father/guardian a resident of PA?

Yes (more than one year) No

Is your mother/guardian a resident of PA?

Yes (more than one year) No
Student Application for College in High School (contd.)

High School: __________________________________________________________

Teacher You Are Submitting Your Completed Application To: ________________________________

Please indicate the course(s) you are registering for, the teacher, and please obtain the teacher’s initials. If you need to, please get the specific course information from your teacher. Please use Pitt-Bradford Course names.

Course#1: ___________________ Teacher: ___________________ Teacher’s Initial: _______

Course#2: ___________________ Teacher: ___________________ Teacher’s Initial: _______

Course#3: ___________________ Teacher: ___________________ Teacher’s Initial: _______

Course#4: ___________________ Teacher: ___________________ Teacher’s Initial: _______

My son/daughter has my permission to enroll in the College in High School (CHS) course(s) indicated below for the school year 2016-2017. I understand that the regular tuition for each course is $125.00 per 3 credit course, subject to the issuance of a tuition reduction by the University of Pittsburgh – Bradford, in which case a rebate will be issued. The tuition is non-refundable. I also understand that without a check or money order, my child cannot be registered in College in High School. Students will receive University of Pittsburgh credit, which is transferable to other universities, depending upon their transfer policies.

I have checked with son’s/daughter’s school and the established tuition amount per course for 2016-2017 is: $125.00

Tuition Remittance and Application Completion:

Tuition Amount: ___________ # of Courses: ________ Total Tuition: ________________

Signature of Parent          Date

Signature of Applicant          Date

Signature of CHS Teacher Collecting Your Application          Date