



# High School Student Request To Enroll Form

Name \_\_\_\_\_ WIN \_\_\_\_\_ SSN (optional) \_\_\_\_\_

Date of Birth \_\_\_\_\_ GPA \_\_\_\_\_ ACT Composite \_\_\_\_\_ Math ACT \_\_\_\_\_

Circle your year in school      12      11      10      9

Circle the term you want to begin courses      Fall/Spring/Summer      Year \_\_\_\_\_

Student wishes to enroll in the following class (6 hour limit per semester; must fulfill any pre-requisites)

Class 1 \_\_\_\_\_

Class 2 \_\_\_\_\_

## High School Student Enrollment Instructions

- 1) Fill out a non-degree seeking application online ([washburn.edu/apply](http://washburn.edu/apply))
- 2) Submit this form (High School Student Request to Enroll Form) complete with the student, parent, and counselor signatures to the Office of Admissions
- 3) Work with the Office of Admissions to schedule an appointment to meet with an Academic Advisor to enroll

Student's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature\* \_\_\_\_\_ Date \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Admissions' Signature \_\_\_\_\_ Date \_\_\_\_\_

For office use only: Academic Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Class #1	CRN	Department	Course #	Course Title	Credit Hours
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Class #2	CRN	Department	Course #	Course Title	Credit Hours
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\*By signing this form you have agreed that you have read the Promissory Note located on the back of the form  
Note: continuing students do not need to submit another application for admission.

## Promissory Note

I agree, by enrolling in courses at Washburn University, I am liable for the payment in full of tuition and fees assessed except as provided under the university refund policy for withdrawal from courses.

I also understand and agree that failure to make payment of tuition and fees as provided under the University's policy from payment of tuition, whether in full or through a payment plan, entitles Washburn University to:

- 1) Declare the full balance plus late fees immediately due and payable;
- 2) Refuse subsequent registration for any classes;
- 3) Deny future enrollment in any payment plan; and,
- 4) Withhold diplomas or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

In consideration of my enrollment in this semester, I hereby agree and promise to make payment in full for all tuition and fees for the student credit hours in which I am enrolled.

\_\_\_\_\_ Initial you have read the promissory note.

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