

**2024 - 2025 Northwood Tech Dual Enrollment Academy Application**  
**Financial Services Customer Representative Academy | #30-114-1 HSAC | HAYWARD HS**



**Initial Deadline** | Completed student portion (page 1) to Counselor: **Friday, March 15, 2024**  
**Final Deadline** | Completed Counselor portion (page 2) to Northwood Tech: **Friday, April 12, 2024**

**Required Courses:\***

■ Financial Accounting 1 ■ MS PowerPoint ■ MS Excel A & B ■ MS Word A ■ Personal Finance ■ Principles of Finance (online)

**SECTION 1: STUDENT/PARENT/GUARDIAN INFORMATION (please print CLEARLY)**

Student First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

SCHOOL Email: \_\_\_\_\_ PERSONAL Email: \_\_\_\_\_

Student Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Gender: ☐ Female ☐ Male

Anticipated Graduation Year: \_\_\_\_\_ Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

**Highest degree earned by a parent/guardian:**

☐ None ☐ GED ☐ HSED ☐ High School Diploma ☐ Some College Credit ☐ Short-Term Diploma/Certificate ☐ 1 Year Diploma  
☐ 2 Year Diploma ☐ Associate Degree ☐ Assoc Deg + Addtl Credential ☐ Baccalaureate ☐ More than Baccalaureate ☐ Declined/Unknown

**SECTION 2: STUDENT'S PERSONAL STATEMENT (You may attach a typed statement if preferred.)**

Provide a personal statement (100 words or less) describing why you are a good candidate for this Dual Enrollment Academy.

**SECTION 3: STUDENT/PARENT/GUARDIAN CERTIFICATION**

- I have read and will comply with the **eligibility requirements** on page 2 of this form.
- I understand that all Northwood Tech Dual Enrollment Academy course grades will be posted and become part of my permanent Northwood Tech academic record.
- I agree to conform to the Student Code of Conduct policies published in the Student Handbook.
- In accordance with Students Right to Privacy (FERPA laws), by my signature, I authorize Northwood Tech to discuss and release information about my progress, grades, and attendance records to the Department of Public Instruction, my parent/guardian, K-12 School District personnel, DWD and participating program employers.
- I acknowledge that:
  - (1) I am enrolling in the Northwood Tech Dual Enrollment Academy.
  - (2) It is my responsibility to officially withdraw from the Dual Enrollment Academy program by the published drop date if I decide not to participate.
  - (3) If I withdraw from the Dual Enrollment Academy program or earn a college grade other than A, B or C in the course, I may not be eligible to participate in subsequent Dual Enrollment Academy semesters.

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

Parent/Guardian Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

► **When PAGE 1 is completed by student and parent/guardian, submit by deadline listed above to High School Counselor.** ►

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#### **SECTION 4: DUAL ENROLLMENT ACADEMY APPLICATION ELIGIBILITY REQUIREMENTS**

Current high school students may enroll in the Northwood Tech Dual Enrollment Academy program through the dual enrollment collaborative agreement between Northwood Tech and the school district.

- Student must be in good academic standing as determined by high school and meet the criteria set forth in Section 5 (below).
- Participation may be denied by Northwood Tech if student has a record of disciplinary issues. The high school may determine whether student/parent/guardian will be required to reimburse the school district for tuition, fees, books, and material costs if student fails, or fails to complete the Academy.
- Student is responsible for transportation to/from the Academy and to follow host high school's school and class schedule.

#### **SECTION 5: COMPLETED BY HIGH SCHOOL COUNSELOR**

Applicant Name: \_\_\_\_\_ High School: \_\_\_\_\_

Current grade: ☐ 11 Student will have completed all required courses\* by end of their senior year: ☐ YES ☐ NO  
☐ 10 ☐ Student will complete all required courses\* by end of junior year. **OR**  
☐ Student will take two years to complete all required courses.\*

<b>YES</b>	<b>NO</b>	<b>Check YES or NO for each:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Current GPA is 2.0 or better.
<input type="checkbox"/>	<input type="checkbox"/>	Student is in good standing as defined by the high school.
<input type="checkbox"/>	<input type="checkbox"/>	Student is on track for completing high school curriculum.
<input type="checkbox"/>	<input type="checkbox"/>	Student has prior technical and/or vocational experience.
<input type="checkbox"/>	<input type="checkbox"/>	Student has missed more than 3 days of school per semester.   If yes, explain:
<input type="checkbox"/>	<input type="checkbox"/>	Accommodation services are needed.
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the student's high school transcript is attached with this application.

#### **HIGH SCHOOL CERTIFICATION:**

- ☐ This student has permission from high school administration to enroll in Northwood Tech's Dual Enrollment Academy.
- ☐ This student meets the Dual Enrollment eligibility criteria (above).
- ☐ A copy of the student's high school transcript is attached to this application.

High School Contact/Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

High School Contact/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **APPLICATION SUBMISSION INSTRUCTIONS (by Counselor):**

- Submit completed application (pgs 1 & 2) and transcript by deadline listed above to: **Natalie.Landgreen@NorthwoodTech.edu** ◀

#### **SECTION 6 | Completed by Northwood Tech staff:**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. All information, including transcript, received | <input type="checkbox"/> 4a. Program Plan entered (student completing all classes this academic year) |
| <input type="checkbox"/> 2. Application approved by Academy Director        | <input type="checkbox"/> 4b. Program Plan not entered (all classes not completed this academic year)  |
| <input type="checkbox"/> 3. Application entered into Northwood Tech system  |   |