

START COLLEGE NOW APPLICATION INSTRUCTIONS

Please read through and follow the step-by-step directions below to ensure all sections and processes are completed properly.

Student/Parent/Guardian Specific Responsibilities:

- 1) Reference [Subchapter 38.12 \(14\)](#) for eligibility requirements **prior to filling out the application.**
<https://tinyurl.com/Subchapter3812>
- 2) Complete 10th grade and be in good academic standing. (*Program is available to 11th and 12th grade students*).
- 3) Complete the application for the Start College Now Program found here: [Start College Now Application](#)
<https://tinyurl.com/yapmslfe>
- 4) Complete all blocks on the form for a single college semester (use a separate form for a different semester); include and indicate by checking the appropriate block any courses that are alternates. Alternates would be courses that you might take if your primary choice(s) is/are not approved or not available.
- 5) Review the following Start College Now Conditions and Assurances.
When signing this form, the student (parent/guardian, if student is under age 18) assures understanding of and/or compliance with the following conditions:
 - a. Student shall comply with admission criteria for college course(s) taken under the Start College Now Program.
 - b. Participation is not allowable in an institute of higher education if student is currently attending another technical college under this program or under the compulsory school attendance program.
 - c. For enrollment in Northwood Tech through Start College Now, student must be in good academic standing as determined by the student's high school.
 - d. Participation may be denied by Northwood Tech if the pupil has a record of disciplinary problems.
 - e. Student/parent/guardian may be required to reimburse the school district for tuition, fees, books, and material costs if the student fails or fails to complete a course.
- 6) Submit the completed form (including student/parent/guardian signatures) no later than March 1 for fall semester courses and October 1 for spring semester courses to high school board of district in which the student resides. This is typically done by submitting the form to a high school counselor.
- 7) Transportation to and/or from the technical college is the student's responsibility.
- 8) Upon notification from district of the course(s) that have been approved, complete the Northwood Tech application/registration process at which the Start College Now course(s) was/were approved and work with Northwood Tech personnel as well as a high school counselor/advisor/mentor to enroll in the appropriate course(s).
- 9) If the student disagrees with the school board's decision regarding comparability of courses or satisfaction of high school graduation requirements, the student may appeal the school board's decision to the state superintendent within 30 days after the decision.
- 10) Notify the district of the course(s) in which the student has enrolled.

Technical College Responsibilities:

- 1) After receiving the Start College Now form from a student or a district, admit the student to the technical college if he or she meets the requirements; prerequisites of the course or courses and if there is space available in the course for which the student applied. Space availability will be determined once all other eligible recipients have been admitted to the course.
- 2) Once the student has enrolled in course(s), indicate in right column whether the course(s) were among those originally requested and approved by the district.
- 3) Collaborate with the high school district at least 30 days before the beginning of the technical college semester in which the student will be enrolled. Notify the student, in writing, if a course in which the student will be enrolled does not meet the high school graduation requirements and whether the course is comparable to a course offered in the high school district. This will be done in collaboration with the high school.
- 4) Ensure that the student's educational program meets the high school graduation requirements under s. [118.33](https://www.wisconsin.gov/codes/chapters/118.33). <https://tinyurl.com/S11833> This will be done in collaboration with the high school.
- 5) At the conclusion of the course(s), notify the student in writing of the grade(s) the student received.

High School District Responsibilities:

- 1) Collaborate with the technical college in which the student is enrolled, at least 30 days before the beginning of the technical college semester to ensure comparable course and graduation requirements.
- 2) Confirm the technical college Start College Now application due date.
- 3) Submit payment to the technical college, in two installments payable upon initial enrollment and at the end of the semester, for those courses taken for high school credit. The amount charged should be equal to the cost of tuition, course fees, and books for a student who is attending the technical college and is a resident of this state.
- 4) Engage in ongoing communication and support with the student enrolled in the technical college.
- 5) Coordinate with the technical college's career prep coordinator for additional questions regarding high school district responsibilities or the designated college staff (i.e. Admissions Advisor). WTCS District Career Prep Coordinators List or <https://tinyurl.com/CPcoordinators2>.