

# APPLICATION FOR ADMISSION



## Priority Deadline for Completed Admissions Files

Summer 2017:	March 27, 2017
Fall 2017:	July 6, 2017
Spring 2018:	Nov 7, 2017
Summer 2018:	March 27, 2018

### Financial Aid Document Deadline:

*All required documents must be received at least 30 days prior to your scheduled registration date!*

## Admissions Checklist

This is a standard checklist, if you have already submitted the items listed below, please disregard this notice.

- \$25.00 non-refundable application fee** (you may pay this fee by credit/debit card by calling 770.533.6909). This is a one-time fee that does not need to be submitted if you have previously paid.
- A copy of your Georgia Driver's License** - If you are applying for in-state tuition.
- Accuplacer Entrance exam:**

Please contact the campus you would like to test at to schedule a date and time. There are limited dates and space availability. **\*\* Transfer students may not require testing. Students with an Associate Degree or higher from a United States regionally accredited college or university are not required to test.**

**Oakwood Campus – 770.533.7021**

**Jackson County Campus – 770.535.6270**

**Dawson County Campus – 678.513.5200**

**Forsyth Campus – 678.341.6600**

**Barrow Campus – 770.297.4500**

(If you have completed 30 or more semester hours or 45 or more quarter hours of degree level coursework at a United States regionally accredited college or university, a high transcript/GED scores is not required).

- Official High School Transcripts or Official GED Scores** - Once you have requested these transcripts please wait a minimum of two weeks before calling our office to see if they were received. **(Lanier Technical College does not recognize Certificate of Attendance, Certificate of Performance or Special Education Diplomas)**

**Students with foreign transcripts must have their transcripts translated and evaluated.** (Your records must be translated & evaluated indicating that they are equivalent to a United States High School diploma or higher) **You may use one of the following credential evaluation companies:**

<http://www.jsilny.com/>

<http://www.educei.com/>

<http://www.wes.org/>

**or any other evaluation firm that is NACES accredited**

- Official College Transcripts** - Once you have requested these transcripts please wait a minimum of two weeks before calling our office to see if the transcripts have been received. **All college transcripts must be submitted.**

**The completed application and all official documents should be sent to  
Office of Admissions  
Lanier Technical College  
2990 Landrum Education Drive  
Oakwood, GA 30566**

### **STEPS IN THE APPLICATION PROCESS**

1. Submit a completed and signed application for admission with the \$25 non-refundable application fee (checks and money order made payable to Lanier Tech).
2. Submit an **official** high school transcript or an **official** GED transcript. If you have completed 30 semester or 45 quarter hours of degree level coursework at an regionally accredited college, a high school transcript/GED scores is not required.
3. Request that an **official** transcript be sent from **ALL** colleges, universities, or other postsecondary institutions attended (regardless of the length of attendance).
4. Request that **official** SAT (SAT Code: **7289**), ACT (ACT Code: **7096**), Accuplacer, COMPASS or ASSET test scores be sent directly to the Admissions Office if taken within **five years of the date of application**. If your scores are over five years old or if you have not taken one of these tests, you will be scheduled for placement testing upon receipt and processing of your application. Official Georgia High School Graduation Test Scores in English/Language Arts may be submitted for English and reading placement if scores are high enough.

**NOTE: Official** means mailed directly from the releasing institution or a hand delivered (unopened) envelope sealed by the releasing institution.

5. Receive an acceptance letter from the Office of Admissions with registration information.
6. Register on the date you are assigned. You will meet with your program advisor and plan a schedule.

### **VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- a) A current Driver's License issued by the state of Georgia after January 1, 2008.
  - b) A current ID issued by the State of Georgia after January 1, 2008.
  - c) A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. The Technical College System of Georgia (TCSG) will accept the following:
    - **Alabama** – issued after August 1, 2000
    - **Florida** – issued after January 1, 2010 AND have a gold star in the upper right hand corner
    - **South Carolina** – issued after November 1, 2008
    - **Tennessee** – Issued after May 29, 2004.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- d) An approved completed FAFSA for the current financial aid year.
  - e) A current valid Permanent Resident Card (USCIS form I-151 or I-551).
  - f) A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad(FS-240).
  - g) A current U.S. Passport.
  - h) A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
  - i) A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as out lined in the TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

## INFORMATION ON INTERNATIONAL DOCUMENTS

Students who have been educated outside of the United States must prove that they can meet our minimum entrance requirements.

1. Lanier Tech does not issue or process I-20 forms.
2. Students must prove their level of academic achievement by having a “document-by-document” evaluation performed by a NACES approved evaluation agency. \*
3. If students wish to apply for transfer of credit from institutions of higher learning, they can request a “course-by-course” evaluation by the evaluation agency. Regardless, it is the college’s decision to accept or deny courses for transfer.
4. All evaluations must be mailed by the evaluating agency or hand delivered in an unopened (sealed by the evaluating agency) to Lanier Tech’s Admissions Office.

\* A list of approved agencies can be found at [www.naces.org](http://www.naces.org) or can be obtained from the Office of Admissions.

Please call 770.533.7003, if you have a disability that might require you to receive special assistance to complete the application, or to participate in your program of study. Hearing and speech impaired applicants are encouraged to use the Georgia Relay Center at 1-800-255-0056.

Are you currently active duty, a veteran, a member of the National Guard, or a Reservist in the U.S Armed Forces?

**Yes/No** (if yes, please select what applies to you below)

Are you a dependent/spouse of an active duty member, veteran, member of the National Guard, or a Reservist in the U.S Armed Forces?

**Yes/No** (if yes, please select what applies to you below)

	Military Active Army
	Military Active Coast Guard
	Military Active Air Force
	Military Active Marine
	Military Active Navy
	Military National Guard
	Military Reservist
	Military Veteran
	Dependent/Spouse Active Army
	Dependent/Spouse Active Coast Guard
	Dependent/Spouse Active Air Force
	Dependent/Spouse Active Marine
	Dependent/Spouse Active Navy
	Dependent/Spouse National Guard
	Dependent/Spouse Reservist
	Dependent/Spouse Veteran

Did your father graduate from college? **Yes** \_\_\_ **No** \_\_\_ **Unknown** \_\_\_

Did your mother graduate from college? **Yes** \_\_\_ **No** \_\_\_ **Unknown** \_\_\_

# PERSONAL DATA

Please type or print

Social Security Number (while Social Security Numbers are required, they will not be used as the student's primary identification number.)

Last Name

First Name

Middle Name

Former Name (Name on transcripts)

Address

Street/Road

Box

Apt #

City

State

Zip

County

Phone (H)

(C)

E-Mail Address

@

**Sex**

**Date of Birth**

**Race/Ethnicity**

F (Female) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1) Are you of Hispanic/Latino origin? \_\_\_\_ Yes \_\_\_\_ No

M (Male)

2) Please check one or more from the following groups:

Asian

Black or African American

White

American Indian or Alaskan Native

Prefer Not to respond

Native Hawaiian or Other Pacific Islander

### Residency Information

1) Are you applying for in-state tuition? \_\_\_\_ Yes \_\_\_\_ No (If yes, appropriate documentation required)

2) Are you a United State Citizen? \_\_\_\_ Yes \_\_\_\_ No

If **no**, what Visa type \_\_\_\_\_ and / or Resident Alien Number A \_\_\_\_\_

3) Are you a Permanent Resident Alien? \_\_\_\_ Yes \_\_\_\_ No

4) Are you under 24 years of age? \_\_\_\_ Yes \_\_\_\_ No (If no skip to question #5)

If **yes**: Did your parent(s) or United States court-appointed legal guardian claim you on their most recent federal or state tax return? \_\_\_\_ Yes \_\_\_\_ No

If **yes**: What is the state of legal residence of the parent(s) or legal guardian who claimed you?  
\_\_\_\_\_

Has that parent or legal guardian lived in that state for the last 12 consecutive months? \_\_\_\_ Yes \_\_\_\_ No

5) If you are over 24 (or under 24 and neither parent(s) or United States court-appointed legal guardian(s) claimed you their most recent federal or state tax return), have you been a legal resident of Georgia for the last 12 consecutive months? \_\_\_\_ Yes \_\_\_\_ No

# ENTRANCE DATA

One Campus Location:  Main (Oakwood Campus)  Forsyth Campus  Barrow Campus  
 Dawson Campus  Jackson County Campus

### TERM OF APPLICATION

Summer  Fall  Spring | Year \_\_\_\_\_

### CLASSIFICATION

Former Lanier Tech Student Last term attended: \_\_\_\_\_

Program applying for:

PROGRAM SEEKING STUDENT:

NON-PROGRAM SEEKING STUDENT:

Degree  Diploma  Certificate

\_\_\_\_ Beginning student (no previous postsecondary education)

\_\_\_\_ Transient

\_\_\_\_ Transfer student (previous postsecondary education)

\_\_\_\_ Special Admit

\_\_\_\_ Dual Enrollment (GED/Adult Ed Student)

Preferred Class Schedule (if available)

Day  Evening  On-line

Area of Interest \_\_\_\_\_

## EDUCATIONAL AND TEST DATA

Check any of the following tests you have taken **within the past five years.**

SAT     ACT     ASSET     COMPASS    Date taken \_\_\_\_\_

Last high school attended and location: **Lanier Technical College does not recognize Certificate of Attendance, Certificate of Performance or Special Education Diplomas.**

Your name as it appears on the transcript: \_\_\_\_\_

High School Name	City	State

Have you graduated from high school?     Yes – If yes, when \_\_\_\_\_ month \_\_\_\_\_ year  
 No – If no, will graduate

If not a high school graduate, do you have a GED?     Yes – If yes, received \_\_\_\_\_ month \_\_\_\_\_ year  
 No

Highest grade level completed 1 – 12   

- Less than two-year degree
- Two-year degree
- Four-year degree
- Graduate level

List **ALL** colleges you have attended. This must include **ANY** institution at which you have registered for classes (even if a withdrawal was granted). **BY INSTITUTION POLICY, STUDENTS MAY NOT CHOOSE TO EXCLUDE WORK ATTEMPTED AT ANOTHER INSTITUTION. FAILURE TO LIST COURSEWORK CAN RESULT IN THE REJECTION OR DISMISSAL OF THE APPLICANT.** You must request an official (sealed) transcript from all institutions attended, including evaluated transcripts from foreign countries.

Name of Institution	City	State	Dates Attended		Type of Degree Received	# of quarter/semester hours completed
			From Month/Year	To Month/Year		

(Attach additional sheets if necessary)

Please initial that you have read and agree to the above information \_\_\_\_\_.

Please review our catalog or website for information on your program. If you have questions regarding a program, that cannot be answered by reviewing our catalog or website, prior to submitting your application please call our Admissions Office at 770.533.7000.

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. In addition, making a false statement on this application may result in your dismissal from the college.

**I give Lanier Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice.**

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

As set forth in its student catalog, Lanier Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: For nondiscrimination information, please contact Nancy Beaver, Title IX Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood Georgia 30566, (770) 533-7001, or [nbeaver@laniertech.edu](mailto:nbeaver@laniertech.edu) and Mallory Safely, Section 504/ADA Coordinator, Lanier Technical College, 2990 Landrum Education Drive, Oakwood Campus 30566, (770) 533-7003 or [msafley@laniertech.edu](mailto:msafley@laniertech.edu)

For more information about our graduation rates, the median debt of students who completed the programs, and other important information please visit our website at <http://www.laniertech.edu/GE.aspx>.

**FOR OFFICE USE: DO NOT WRITE IN THIS AREA**

**Date Received** \_\_\_\_\_ **Fee Paid** \_\_\_\_\_ **Receipt #** \_\_\_\_\_



## Student Financial Responsibility Agreement

In order to register for courses at LTC, a student must abide by rules and regulations described in the LTC Catalog and Student Handbook available at [www.laniertech.edu](http://www.laniertech.edu) as well as acknowledge the specific financial terms and conditions listed below:

I understand that when I register for a class or receive a service at LTC, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523(a)(8)) in which Lanier Technical College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other cost by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the LTC published tuition refund schedule at [www.laniertech.edu](http://www.laniertech.edu). I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

I understand and accept that if I fail to pay any monies owed to LTC by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, LTC may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 33.3333 percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

I understand that if I have a past due balance on my Student Account, it may result in a financial hold that will prevent future registration and prevent the issuance of a diploma or transcripts until the account is paid in full.

I agree to allow LTC and its agents to contact me regarding my obligation to repay my delinquent Account balance via my LTC email address, an email address that I provide or at any cell phone number that I provide now or use in the future.

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

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

Received by: \_\_\_\_\_

Term: \_\_\_\_\_