

APPLICATION FOR ADMISSION



Priority Deadline for Completed Admissions Files

Summer 2018:	March 27, 2018
Fall 2018:	June 14, 2018
Spring 2019:	October 23, 2018
Summer 2019:	March 26, 2019

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 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** ___



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 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. 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: _____