



APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

As class size is limited, it is recommended that a completed application be submitted at least four (4) weeks prior to the program start date.

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____ **County** _____

(_____) _____ (_____) _____
Home Phone Number Cell Phone Number

By providing your cell phone number, you consent to receiving text messages from Garrett College.

Email Address _____

Date of Birth (month/day/year): ____/____/____

Gender: Female Male

Ethnicity: Please check all that apply:

- Hispanic or Latino
- White Asian
- Black / African American American Indian / Alaska Native
- Native Hawaiian / Other Pacific Islander

Military Service:

- Are you an active duty service member? Yes No
- Are you a veteran? Yes No

If you answered "yes" to any of the above, please list the branch of service that applies: _____

How did you learn about Garrett College-Workforce Development Programs?

- College fair GC representative visited my school
- My high school counselor My high school coach
- Friends/family Postcard Newspaper
- Web search Billboard Radio
- Case Manager _____
- Employer _____
- Other _____

CITIZENSHIP **DECLARATION OF RESIDENCY**

United States Citizen? Yes No

Country of **birth**: _____

Country of **citizenship**: _____

Is English your native (first) language? Yes No

If you are not a U.S. citizen:

- a) Are you a permanent resident-alien? Yes No
(If yes, please attach a copy of your Alien Registration card)
- b) Are you an F-1 or J-1 Visa holder? Yes No

If yes, list I-20 # _____

If no, indicate type of visa held _____

I am a legal resident of _____ (State) and _____ (County)

Signature Date

Documentation of residency may be required.

ADMISSIONS INFORMATION

Educational Goals: (Please check one goal and list one program of study code from the attached list.)

- To finish a vocational or certificate training program and immediately seek employment
- To finish a vocational or certificate training program and transition to an AA Degree Program
- To participate in an apprenticeship program and vocational training
- Undecided

Intended training program or programs: _____ (See list of Workforce Development Programs on the back page)

EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

I have or will graduate from high school in _____ (month) _____ (year).

Name of High School _____ City _____ State _____

I have or will complete a homeschool program of study in _____ (month) _____ (year).

Name of homeschooling program _____ City _____ State _____

I have or will earn a GED in _____ (month) _____ (year). Issuing state _____

I do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

FINANCIAL ASSISTANCE

You may be eligible to apply for a Workforce/Vocational Scholarship or other Financial Aid.

I am interested in financial aid.

I have already been approved for financial assistance. Enter the name of the organization or grant _____

I do not require financial assistance.

ELIGIBILITY INFORMATION

In addition to completing the *Application for Admission to Workforce Development Training students* MUST:

Be in good financial standing with Garrett College

Provide a non-refundable \$25.00 registration fee upon submission

• Paid by: Credit Card

Check Enclosed

Cash

Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript

Application Deadline:

For best consideration, please submit a completed application and other requirements at least three (3) weeks prior to the program start date.

FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/disclosures-privacy-of-student-records.php>

By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

Signature

Date

CERTIFICATION OF INFORMATION

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

Signature

Date

Parent Signature if under the age of 18

Date

Application Checklist

- Mail your completed application for admission to: **Garrett College, 687 Mosser Road, McHenry, MD 21541, Attn: CEWD.** Provide a copy of your high school diploma or transcript.
- Students must submit a non-refundable \$25.00 registration fee.
- You will be contacted by the Program Director to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. ***Remedial assistance may be available to improve math and reading skills.***
- **Requests for 504 Accommodations**

Garrett College is committed to the success of its students and provides resources to support student learning, including accommodations. There are significant differences in how students obtain accommodations in college as compared to high school. Academic accommodations are not automatic and students should be self-advocates when requesting services. Students who wish to obtain accommodations for their classes must follow Disability Support Services (DSS) procedures:

1. Complete the [Application for 504/ADA Accommodations](#).
 - Provide details about the barriers you experience in an academic setting.
 - Discuss accommodations that would be of benefit to you.
2. Schedule an intake appointment with the Office of Student Development.
3. Students will be required to provide current (within the past three years), written professional documentation in order to verify eligibility for special services. Such documentation can be in the form of medical reports or psychological evaluations, and must specify how learning is impacted including specific accommodations to assist in the learning process.

Please note, you are not considered fully registered with the office until you have been approved for accommodations. Records provided are kept strictly confidential, and information provided is shared only with permission provided by the student.

Students seeking accommodation for a documented disability should contact Disability Support Services at 301-387-3749, e-mail ADA504@garrettcollege.edu.