# BYU Independent Study High School Transcript Programs Application

(These transcript programs are NOT open to NCAA athletes.)

# Please print application (must be mailed or faxed).

Personal Information (print legibly):				
First Name	Birth Date			
Last Name	Male/Female			
Mailing Address				
City	Social Security Number			
State	Please check preferred program: Standard Program Advanced Program (must have 2.0 GPA or higher)			
Zip Code				
Phone				
E-mail				
Age				
	Reapplying to the Program: Yes No			
Residential Treatment Center (if applicable)				
Name	Transferring Programs:YesNo			
Mailing Address	If so, from to			
City	Please fill out the first two pages if transferring			
State	programs and include \$20 transfer fee.			
Zip Code				
Phone				
E-mail				
Family Member       Counselor/Teacher         Friend       TV Commerical         Conference, please specify location and date:	Internet Printed Material			
If you heard about our program in another way, pleas	e specify:			
utable data at the factor at the				
High School Information:				
Have you ever attended high school (grades 9-12) pre	viously? yes no			
If yes, in which were you enrolled? Public School				
city, state, and zip code.	e high schools that you have attended, including the name,			
If you have not previously attended high school, list th city, state, and zip code.	ne last middle school you have attended, including the name,			

Brigham Young University 120 MORC (Morris Center) Provo, UT 84602-0300

elearn.byu.edu is\_highschoolprograms@byu.edu 801-422-2868/Fax 812-8549

#### \_ Check here if your school used the block system for classes.

You MUST have the high school(s) you have previously attended, if any, send an **official transcript** of all your past high school course work (grades 9-12 only) to the address listed below. If 9th grade was completed at a junior high school, have the school send an official transcript of your work to our office. If you have not previously attended high school, have the middle school you attended send an official transcript to our office. We must receive an official transcript from any and all high schools (or middle school) you have previously attended to begin processing your application. It is *your* responsibility to have the high school(s)/middle school send us an official transcript. **Copied or faxed transcripts will not be accepted.** 

BYU Independent Study Attn: High School Programs 120 MORC (Morris Center) Provo, UT 84602-0300

#### **Application Fee:**

A **\$40** nonrefundable application fee is required to enter either of the transcript programs. To pay the fee, call us at 1-800-914-8931 and give us your credit card number, or send us a check or money order (in U.S. dollars) **payable to BYU Independent Study**. Your application will not be processed and transfer credit evaluated until we receive this fee. (Students who wish to transfer from one high school program to another must pay a transfer fee of \$20 as well as submit the first two pages of the appropriate application form.) No self-manufactured applications will be accepted. Your application must be filled out completely and correctly in order to be processed.

\* If you are mailing in your application, please include your credit card information below, or send a check or money order.

\* If you are faxing your application, do not include your credit card information below. Please call us with the credit card information after faxing your application.

## **Credit Card Information:**

 Type of Card:
 Expiration Date:

 Credit Card Number:
 Verification Number:

## **Program Information Section:**

Please initial next to each item to verify that you have read and agree to abide by our policies.

Students must have the high school(s) they previously attended send an official transcript to the High School Department. Students who have not previously attended high school must submit an official middle school transcript to the High School Department.

Application processing time is two to three weeks after receiving all necessary materials. International applications may take longer.

Students are required to inform the High School Department of any changes in contact information, including mailing address, phone number, and e-mail address.

BYU Independent Study does not designate student status as part time or full time. Due to the nature of our program, we cannot complete forms requiring this information.

Students in the High School Transcript Programs must complete at least three (3) courses every six (6) months. If you wish to complete your studies in four years or are on the traditional high school track, you will need to complete at least six (6) courses every six (6) months. \_\_\_\_\_

Students must provide proof of withdrawal from their previous high school within one month of being enrolled in the High School Transcript Program.

Students must be at least 14 years old to apply to the program. Middle school students must contact the High School Programs Administrator to discuss the possibility of applying to the program.

If students choose to enroll in either of the high school programs, they must complete at least 3 credits (6 courses) through BYU Independent Study.

If a student allows a course to expire, the course will earn a failing grade and will count against the student's GPA. "Expired" will appear on the transcript next to the expired course.

If a student repeats a BYU Independent Study course, the original course grade will be replaced by the new course grade. The most recent grade will be counted toward the student's GPA, even if it is lower than the original grade. "Repeat" will appear on the transcript next to the repeated course. NOTE: We cannot replace grades from previously attended high schools. \_\_\_\_\_

Concurrent enrollment courses are available. These courses count for one (1) high school credit and three (3) Brigham Young University credits. To participate in concurrent enrollment courses, the student must have completed at least 12 high school credits and have at least a 3.0 GPA. Students must also submit a Concurrent Enrollment Form for authorization prior to enrolling in the course. The student will be contacted once he/she has been authorized to take concurrent enrollment courses. The Concurrent Enrollment Form is available on the BYU Independent Study Web site.

Students who are accepted to the program may take an optional skills assessment test (TABE 41) to help determine which program (Standard or Advanced) best suits the student and which elective courses should be taken.

We reserve the right to cancel your enrollment at any time, for reasons including (but not limited to) plagiarism, dishonesty, falsifying documents, etc. \_\_\_\_\_

Although Brigham Young University is an educational institution sponsored by The Church of Jesus Christ of Latter-day Saints, courses offered through the High School Transcript Programs are secular in nature.

## **Student Section:**

In the space below,

- Tell us about yourself and your interests.
- Tell us about your educational and career goals.
- Tell us how you feel the High School Transcript Program will benefit you.
- Tell us what you hope to gain from the High School Transcript Program.
- Tell us about any special circumstances or concerns you might have.

# Parent/Guardian Section:

In the space below,

- Tell us what you hope that your student will gain from the High School Transcript Program.
- Tell us how you feel your student will benefit from the High School Transcript Program.
- Tell us about any special circumstances or concerns you might have.


# (Attach another page, if needed.)

#### **Checklist:**

Complete and submit the requested items with your High School Transcript Programs application.

- \_\_\_\_\_ Fill out the Personal Information section.
- \_\_\_\_\_ Be sure to indicate either Standard or Advanced program. (Please see the Web site for more information regarding each pro gram's requirements.)
- \_\_\_\_\_ Fill out the High School Information section. (Be sure to have every high school [or middle school] that you have previously at tended mail an **official transcript** to our office.)
- \_\_\_\_\_ Read and initial each policy in the Program Information section.
- \_\_\_\_\_ Fill out the Student section.
- \_\_\_\_\_ Have parent or guardian complete the Parent/Guardian section.
- \_\_\_\_\_ Include the \$40 nonrefundable application fee. Or, if faxing materials, call our office and pay by credit card.
- \_\_\_\_\_ If possible, mail or fax a picture of yourself.
- \_\_\_\_\_ Mail or fax this application form with all the items requested above to:
- BYU Independent Study

Attn: High School Programs 120 MORC (Morris Center) Provo, UT 84602-0300

1. Your application will not be processed until our office has received the \$40 application fee.

2. A list of courses you still need to take cannot be determined until all official transcripts have been received in our office and evaluated by our staff.

3. The completed application form and fee must be received **BEFORE** you are admitted and considered as a High School Transcript Programs student. **No self-manufactured applications will be accepted.** 

If you have any questions or concerns, please call us at 1-800-914-8931.