



HIGHLAND COMMUNITY COLLEGE

NOTIFICATION OF INTENT TO ATTEND

This agreement does not cover courses under 100-level, general education courses or pre-requisites. These courses must be taken at Highland Community College. In addition, individual courses are not applicable for Joint Educational Agreements unless approval from the Vice President of Academic Services.

Personal Data

Highland ID number _____ Date of Application _____

Legal Name _____ Previous _____

Present Address (street number, city, zip)

How long have you lived at this address? _____

Date of Birth _____ Phone _____

Name of High School Attended, Graduation Year (or GED Year) _____

Educational Intent

College you wish to attend Southwest Wisconsin Technical College

Program in which you intend to enroll _____

Intent to pursue a (check one)

_____ Associate of Applied Science Degree

_____ One year certificate

_____ Two year certificate

Semester/Academic year you wish to enroll _____

All agreements are issued for one academic year – Fall through Summer. A new form MUST be completed to renew for subsequent years.

Student Signature _____

Director of Enrollment & Records

Executive Vice President

Residents of Highland Community College District #519 (must provide proof of current residency) seeking authorization for a Joint Education Agreement to attend a program at another college must complete steps 1 and 2 below:

1. Send the completed form to
Director of Enrollment and Records
2998 W. Pearl City Rd
Freeport, IL 61032

THIS FORM MUST BE COMPLETED AND RETURNED TO THE DIRECTOR OF ENROLLMENT AND RECORDS AT LEAST 40 DAYS PRIOR TO THE BEGINNING OF ANY SEMESTER, QUARTER OR TERM FOR WHICH YOU REQUEST SUPPORT

2. Please attach a **current plan of study showing all courses to be taken from the college in which the student plans to enroll. This must accompany this application.** The Director will review the request, HCC catalog, and the plan of study submitted by the student.
3. A recommendation for approval or denial will be made by the Director of Enrollment and Records, the Vice President of Academic Services, and the Associate Vice President of Student Services.
4. You will be notified by mail regarding authorization. If approved, Southwest Wisconsin Technical College will also receive a letter of authorization. However, it does not provide authorization if you subsequently change your program of study.
5. This form must be required for each academic year attended.

What is a joint educational agreement?

Certain Associate in Applied Science degree and certificate programs may not be available at Highland Community College. A “**Joint Educational Agreement**” is an agreement between Highland Community College and Southwest Wisconsin Technical College for an approved resident of one district to enroll in a specified occupational program at a participating school and be required to pay only the in-district tuition rate established by the college attended. Students complete all specialized courses at the cooperative college.

NOTE: Some colleges participating in the Joint Educational Agreement have established deadline for application to certain programs. HCC is not responsible for out-of-district costs if a deadline is not met by a student.