



HIGHLAND COMMUNITY COLLEGE

APPLICATION TO ATTEND AN OUT-OF DISTRICT PUBLIC COMMUNITY COLLEGE IN ILLINOIS

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 Cooperative Agreements unless approval from the Executive Vice President

**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**

Illinois Community College you wish to attend \_\_\_\_\_

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 you wish to enroll \_\_\_\_\_

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 Cooperative Agreement or Chargeback 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 Executive Vice President, and the Associate Vice President of Student Services.
4. You will be notified by mail regarding authorization. If approved, the participating Illinois Community 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 cooperative agreement?**

Certain Associate in Applied Science degree and certificate programs may not be available at Highland Community College. A “**Cooperative Education Agreement**” is an agreement between Highland Community College and approximately 28 other Illinois community colleges 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 Cooperative 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.

**What is a chargeback?**

A “**Chargeback**” is an agreement between Illinois Community Colleges. In a rare case, if Highland Community College does not offer a program of a study (Associate of Applied Science Degree or certificate program) and does not have a cooperative agreement with another institution for that program, students may be eligible for a chargeback. HCC will provide partial tuition support for the program you wish to pursue at another community college.