

COLLEGE CHALLENGE REGISTRATION PROCESS

Process for Fall 2011:

1. New registration/enrollment forms will be delivered to each College Challenge teacher in early-August (prior to the return of students). The revised form will include stronger language regarding the family's payment obligation. Teachers will review the College Challenge program information with appropriate classes and gather completed registration forms with parent signature. Teachers and/or guidance counselors will also gather student transcripts and Free and Reduced Lunch information to submit with the registration forms. *A list of students who meet the Free and Reduced Lunch designation should be submitted on official high school letterhead, by an appropriate designee of the high school.* **All Fall registration/enrollment forms, student transcripts and Free and Reduced Lunch information MUST be received at Indiana State University by Wednesday, August 31, 2011. Late registrations (those received after August 31, 2011) will not be accepted.** College Challenge Director, Jill Blunk, will arrange to pick up registration packets from the largest providers to expedite receipt of the forms. All other forms will be mailed to the College Challenge director. ISU Bursar Operations will bill each student directly; therefore payment should not accompany these registrations. **Please mail registration packets to:**

**Jill Blunk, Director
College Challenge Program
Indiana State University
Tirey Hall, Room 134F
Terre Haute, IN 47809**

2. The College Challenge director will track receipt of the registrations and forward the forms for processing.
3. Bursar Operations will process a batch billing by Wednesday, September 14 for all 1st semester/trimester College Challenge students with a payment deadline of Friday, September 30, 2011. **All tuition payments MUST be received in full by ISU Bursar's Office by Friday, September 30, 2011. Postmark dates will not be used to determine the date received. Late payments (those received after 9/30/11) will be returned to the student's home address. Partial payments will not be accepted.**
4. **Any students with an outstanding balance on Friday, September 30 will be administratively withdrawn from the College Challenge course and all College Challenge tuition charges will be removed from the student's account.** A letter will be mailed to each withdrawn student on October 6, 2011 notifying them of the withdrawal for non-payment. ****No one with the free lunch waiver should be administratively withdrawn for non-payment, so it is extremely important for this information to be submitted to ISU timely.** The College Challenge director will maintain communication with the high school partners for reminders about registration and payment deadlines, and will send a list of free and reduced lunch students to each high school in advance of the deadline to confirm that all appropriate F&RL paperwork is received.
5. Final course rosters will be available by Thursday, October 6, 2011 and will be sent to the respective schools to confirm the enrollment of all paid or free and reduced lunch students. Students who did not submit payment by the deadline will not be included on these course rosters.