NONDEGREE SERVICES APPLICATION

For Individual Learning Account

THOMAS EDISON STATE UNIVERSITY

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INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Individual Learning Account is a nondegree service that Thomas Edison State University provides to individuals who wish to document college-level learning gained through military experience, professional licenses, college proficiency examinations, college-level corporate training programs or American Council on Education (ACE) recommendations. Individual Learning Account services are available to individuals who wish to consolidate college-level work documented elsewhere into an official Thomas Edison State University transcript. It is the student's responsibility to ensure that the receiving institution's academic policy will allow transfer of each credit. Individuals who use Individual Learning Account **are not** enrolled in a Thomas Edison State University degree program. The Individual Learning Account fee entitles students to transcription services for one year. Individual Learning Account does not apply to foreign credentials or to individuals seeking credit awards for courses taught. It is important to remember the following:

1. Complete this Nondegree Services Application using the directions provided on the following page.
2. Enclose the appropriate fee listed in section 2 of this Nondegree Services Application. You may pay by check, money order or indicate credit card information (including signature) on this Application. Fees for Individual Learning Account are **nonrefundable**.
3. Mail the completed Application and payment to:
   Office of the Registrar
   Thomas Edison State University
   111 W. State St.
   Trenton, NJ 08608
4. Submit official college transcripts, military documents, college proficiency examinations, documentation of college-level corporate learning or ACE Registry transcripts.

   All transcripts submitted for Individual Learning Account must be official transcripts mailed directly from a college or university registrar's office.

Please Note

- Fees for Individual Learning Account are nonrefundable.
- Students may choose to enroll at a later time, but there is no guarantee that all credits will be counted toward a degree program at Thomas Edison State University.
- This application is not to be used if you are a degree-seeking student at Thomas Edison State University.
- Credits earned from foreign institutions can NOT be used for Individual Learning Account. Students with foreign credits may apply their credits toward a Thomas Edison State University degree program provided certain requirements are met. For more information call the Office of Admissions toll free at (888) 442-8372.

Important Note

Official documents are necessary to conduct the evaluation of your credits.

You should start now to have official transcripts sent to the Office of the Registrar.

Reminder: Please review all sections of the Application for completeness. Make a copy for your files before mailing the form and the appropriate fee to the University. If you have any questions concerning your Application, contact the Office of Admissions toll free at (888) 442-8372 or at *admissions@tesu.edu*.

APPLICATION INSTRUCTIONS

Section 1: General Information

Please complete all information in this section. If you are not a U.S. citizen, you must provide visa and country of citizenship information.

Section 2: Individual Learning Account Services Information and Fees

Please have ALL previous college or agency official transcripts or score reports sent directly to the Office of the Registrar by the college or agency where your work was completed. Student copies of transcripts cannot be accepted.

Colleges and Universities: List the complete information on all regionally accredited colleges and universities that you have attended. If you have already completed a degree or degrees, please provide that information.

College-Level Examinations: If you have taken a college-level examination, list the name of the testing agency under Colleges and Universities. Official transcripts (score reports) must be sent by The College Board (CLEP, DSST or AP examinations) or the official reporting agency.

College Credit Recommendation Service: Contact the ACE Registry of Credit Recommendations, One Dupont Circle, NW, Suite 250, Washington DC 20036-1193, (202) 939-9434 or by email at *credit@ace.nche.edu*. Request a copy of your registry report (list of completed courses) be sent directly to the Office of the Registrar at Thomas Edison State University. Note: If the ACE Registry does not have your courses on file, you will need to request a registration packet to establish a record with the ACE Registry. For additional information, call the Center for the Assessment of Learning (609) 984-1140 ext. 2297.

Licenses and Certificates: If you have earned any U.S. licenses or certificates, they should be listed in this section. Visit the Thomas Edison State University Web site at *www.tesu.edu/degree-completion/Licenses-Certifications.cfm* for information on licenses and certificates evaluated for credit. A notarized copy of the license or certificate and a copy of the current renewal card, if appropriate, must be attached to the form or submitted to the Office of the Registrar from the issuing agency.

If you are an active member of the U.S. armed forces, in the National Guard or reserves, you are eligible for the Military Individual Learning Account fee of $290, which allows an unlimited number of credits transcripted. Fee information for all other credits is listed in this application.

Military Service and Documents: The University will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the **Army**, **Navy** and **Marines** currently on active duty should submit Joint Services Transcript (JST) *https://jst.doded.mil/*. **Air Force** members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

For Students in the Air Force: Students who served after 1972 should request an Official Transcript from:

Community College of the Air Force
CCAF/DESS
100 South Turner Blvd.
Maxwell-Gunter AFB, AL 36114-3011
https://augateway.maxwell.af.mil/ccaf/stu_svcs/transcriptrequest/

For Students in the Coast Guard: Active duty personnel should fill-out form CG 1651J (Official USCG Transcript Request) and send it to:

Registrar's Office
5900 SW 64th St., Suite 235
Oklahoma City, OK 73169-6990
(405) 954-7275

This form may be obtained from the education service officer (ESO) or through the Web at *http://www.uscg.mil/hq/cg1/cgi/forms/CG_Form_1561.pdf* Veterans should submit a notarized or certified copy of their Notice of Separation (DD214).

Coast Guard personnel should also check with CGI to determine if they are eligible for the Joint Service Transcript (JST), a multiservice official transcript.

Section 3: Credit Card Information

Please provide all information.

Section 4: Signature and Date

The appropriate nonrefundable fee must accompany your application. You may also access fee information by visiting the Thomas Edison State University Web site at *www.tesu.edu* or call the Office of Admissions toll free at (888) 442-8372.

NONDEGREE SERVICES APPLICATION

Section 1: General Information

☐ I am applying for an Individual Learning Account

Last Name _____

First Name (Mr./Mrs./Ms.) _____

MI _____ Suffix _____

Social Security # (required) _____

Date of Birth (Mo/Day/Yr) _____

Former Name(s) _____

Mailing Address

Street _____

Apt. _____ City _____

State _____ Zip _____

County _____

Home Telephone Number ( ) _____

Business Telephone Number ( ) _____

Email Address (required) _____

Citizenship: Are you a U.S. citizen? ☐ YES ☐ NO

If no, of what country are you a citzen?

_____

Are you now, or at any time, have you ever been a student at Thomas Edison State University? ☐ YES ☐ NO

If YES, give approximate dates _____

Do you currently serve as a member of one of the U.S. armed forces? ☐ YES ☐ NO

Are you a veteran of the U.S. armed forces? ☐ YES ☐ NO

Are you a military dependent? ☐ YES ☐ NO

Please indicate your military grade level (example: E1, E2): _____

Please list your military occupation: _____

Please check the category which best fits your current military status:

	Air Force	Army	Marines	Navy	Coast Guard
Active Duty	☐	☐	☐	☐	☐
Reserves	☐	☐	☐	☐	☐
National Guard	☐	☐	☐	☐	☐
Veteran: Prior Service	☐	☐	☐	☐	☐
Military Dependent	☐	☐	☐	☐	☐

Military documents submitted: _____

SECTION 2: Individual Learning Account Information

Documents being submitted for Individual Learning Account:

College-University/Transcripts/Documents	Student ID at College	Dates Attended	Credit Hours	Degree Received & Date

Please list applicable licenses/certificates (see directions): _____

Military documents being submitted for credit: _____

Please list the name(s) of ACE College Credit Recommendation Service, National PONSI, and APR where you completed the course(s) recommended for college credit: _____

_____

Please list the courses (title, number) you completed that have been awarded the ACE recommendation for college credit*.

(*Attach a separate sheet if there are additional courses.)

_____/ _____/ _____/ _____

_____/ _____/ _____/ _____

_____/ _____/ _____/ _____

Course(s) title, number — No. of credit(s) — Course(s) title, number — No. of credit(s)

Total number of courses to be transcripted _____ Total number of credits to be transcripted _____

Have you requested a copy of your ACE Registry transcript? ☐ YES ☐ NO

If YES, indicate date the request was made _____

Note: *If you have not contacted ACE to request your Registry transcript, the University cannot complete the processing your Nondegree Services Application.*

Individual Learning Account Fees

The Individual Learning Account fee for military personnel is $290, regardless of the number of credits being transcripted. See Page 2 for eligibility requirements.

(This fee is nonrefundable.)

The fee for nonmilitary applicants is based upon the number of credits being transcripted and is as follows:

1-60 Credits	$300.00
61 plus Credits	$400.00

Total Individual Learning Account Fee $_____

SECTION 3: Payment Information

Checks should be made payable to **Thomas Edison State University**. If using a credit card, please complete the following:

Enclosed payment must be submitted in U.S. dollars.

FEE IS NONREFUNDABLE. Amount $_____

☐ Check ☐ Money Order ☐ American Express

☐ VISA ☐ MasterCard ☐ Discover

Name (as it appears on card) _____

Card Number _____

Expiration Date _____ Today's Date _____

Signature _____

Thomas Edison State University adheres to the letter and spirit of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you would like information on reasonable accommodation for disability, please contact the ADA coordinator by calling (609) 984-1141, ext. 3415 (voice); (609) 341-3109 (TTY).

SECTION 4: Signature and Date

I hereby certify that the above statements are true and correct to the best of my knowledge. I hereby make application for Individual Learning Account at Thomas Edison State University subject to policies and procedures of the University.

Signature _____ Date _____

The appropriate nonrefundable fee must accompany your completed Application. Refer to *www.tesu.edu/tuition* for information on the appropriate fees which must accompany your Application.

Request Transcript Be Sent to Other Colleges

Student's Name _____ University ID or Social Security Number _____

Dear Thomas Edison State University,

In addition to creating a college transcript, I request that copy(ies) of the transcript be sent to the following institution(s):

School 1: _____

Address 1: _____
Name of Person & Department

_____
Street Address

_____
City State Zip

School 2: _____

Address 2: _____
Name of Person & Department

_____
Street Address

_____
City State Zip

School 3: _____

Address 3: _____
Name of Person & Department

_____
Street Address

_____
City State Zip

(Check if you are requesting a copy.)

☐ I also would like a copy to be sent to me at my home address listed on the Application.

I understand that Thomas Edison State University will send one transcript, either to me or to the institution I designate, free of charge but requires a $15 fee for each additional transcript requested. (Please fill out information in the Fees Information Section on Page 4 of this Application.)

Signature _____ Date _____

Office of the Registrar
Thomas Edison State University
111 W. State St.
Trenton, NJ 08608