

# UNDERGRADUATE APPLICATION

FOR DEGREE AND UNDERGRADUATE CERTIFICATE SEEKING APPLICANTS

PLEASE NOTE:

UPON ACCEPTANCE to the College, you will receive the Thomas Edison State College *Catalog* and information to help you enroll.

TO ENROLL in Thomas Edison State College, you must pay the Annual Enrollment Tuition and Technology Services Fee, or the Comprehensive Tuition Plan.

## UNDERGRADUATE APPLICATION INSTRUCTIONS AND CHECKLISTS

This Application is intended for those seeking to earn an undergraduate degree and/or an undergraduate certificate from Thomas Edison State College. Applicants must be at least 21 years of age (unless they are part of a special population such as the military) and have earned a high school diploma or successfully passed a General Educational Development (GED) Examination.

Human services, military and international (non-U.S. citizens) applicants are required to submit additional documentation.

Bachelor of Science in Health Sciences degree program applicants apply to Thomas Edison State College through the University of Medicine and Dentistry of New Jersey. For information, call (973) 972-5454.

U.S. Army personnel participating in the eArmyU program must apply to Thomas Edison State College through the eArmyU Web Portal at [www.earmyu.com](http://www.earmyu.com).

Nursing applicants are required to submit additional documentation and apply to Thomas Edison State College using a separate Application available online at [www.tesc.edu/nursing](http://www.tesc.edu/nursing) or by contacting the College at (888) 442-8372 or via e-mail at [info@tesc.edu](mailto:info@tesc.edu).

Nondegree-seeking students are not required to complete this Application but are invited to register for courses by contacting the Office of the Registrar at (609) 633-9242.

Below, please review the checklist(s) that may be relevant to you and the degree program for which you are applying. If you have any questions about the application process, please contact the Office of Admissions at (888) 442- 8372.

### FOR ALL UNDERGRADUATE DEGREE AND CERTIFICATE APPLICANTS

(except nursing, human services, health sciences, international and eArmyU)

- Completed Application
- Nonrefundable \$75 Application Fee (this may be paid by credit card or electronic check)
- Official copies of transcripts from all colleges/universities attended. These transcripts must be received by the Office of the Registrar directly from the sending institution in unopened sealed envelopes with signatures across the seals. International course-by-course credit evaluations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at: [www.aacrao.org](http://www.aacrao.org).
- Upon acceptance to the College, you will receive the College *Catalog* and information to help you enroll.

You will be notified of your acceptance by letter. Please be advised that your Application and fee is valid for six months from the date of your acceptance letter. If you have not enrolled within this period of eligibility, you will need to reapply to the College if you intend to pursue your degree in the future.

To enroll at Thomas Edison State College, you must pay the Annual Enrollment Tuition and Technology Services Fee, or the Comprehensive Tuition Plan.

### FOR HUMAN SERVICES APPLICANTS

- Completed Application
- Nonrefundable \$75 Application Fee (this may be paid by credit card or electronic check)
- Official copies of transcripts from all colleges/universities attended. These transcripts must be received by the Office of the Registrar directly from the sending institution in unopened sealed envelopes with signatures across the seals. International course-by-course credit evaluations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at [www.aacrao.org](http://www.aacrao.org).
- Completed Practicum Review Form. Please visit <https://ssl.tesc.edu/practicum.php> to submit this form online.
- Current resume
- Upon acceptance to the College, you will receive the Thomas Edison State College *Catalog* and information to help you enroll. You will be notified of your acceptance by letter. Please be advised that your Application and fee is valid for six months from the date of your acceptance letter. If you have not enrolled within this period of eligibility, you will need to reapply to the College if you intend to pursue your degree in the future.

To enroll at Thomas Edison State College, you must pay the Annual Enrollment Tuition and Technology Services Fee, or the Comprehensive Tuition Plan.

### FOR NURSING APPLICANTS

- Nursing applicants are required to complete the nursing application located in the Nursing Prospectus or on the College Web site at [www.tesc.edu/nursing](http://www.tesc.edu/nursing).

### FOR MILITARY DEGREE COMPLETION APPLICANTS (EXCLUDING eArmyU AND NAVY APPLICANTS)

- Completed Application. For specific instructions on the application process for the Military Degree Completion Program, call (888) 442-8372.
- Nonrefundable \$75 Application Fee (this may be paid by credit card or electronic check)

- Official copies of transcripts from all colleges/universities attended. These transcripts must be received by the Office of the Registrar directly from the sending institution in unopened sealed envelopes with signatures across the seals. International course-by-course credit evaluations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at [www.aacrao.org](http://www.aacrao.org).

Military documents - see below:

- Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, are required to request a copy of their AARTS transcript to be sent directly to the Office of the Registrar.
- Navy and Marine enlisted personnel and veterans are required to request a copy of their SMART transcript to be sent directly to the Office of the Registrar.
- Coast Guard personnel are required to complete and submit a CGI Form 1560/07 to the Coast Guard Institute and request a Coast Guard Institute transcript to be sent directly to the Office of the Registrar.
- Air Force personnel and veterans who entered the service after 1972 are required to submit to the Office of the Registrar a transcript from the Community College of the Air Force.

#### FOR eARMYU APPLICANTS

- eArmyU applicants are required to apply to Thomas Edison State College by using the eArmyU Application link located at [www.earmyu.com](http://www.earmyu.com).

#### FOR NAVY COLLEGE APPLICANTS

- Completed Application. For specific instructions on the application process for the Navy College Program, call (888) 442-8372.
- Nonrefundable \$75 Application Fee (this may be paid by credit card or electronic check)
- Official copies of transcripts from all colleges/universities attended. These transcripts must be received by the Office of the Registrar directly from the sending institution in unopened sealed envelopes with signatures across the seals. International course-by-course credit evaluations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at [www.aacrao.org](http://www.aacrao.org).

Military documents - see below:

- Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, are required to request a

copy of their AARTS transcript to be sent directly to the Office of the Registrar.

- Navy and Marine enlisted personnel and veterans are required to request a copy of their SMART transcript to be sent directly to the Office of the Registrar.
- Coast Guard personnel are required to complete and submit a CGI Form 1560/07 to the Coast Guard Institute and request a Coast Guard Institute transcript to be sent directly to the Office of the Registrar.
- Air Force personnel and veterans who entered the service after 1972 are required to submit to the Office of the Registrar a transcript from the Community College of the Air Force.

#### FOR INTERNATIONAL APPLICANTS (NON-U.S. CITIZENS)

- Completed Application
- Nonrefundable \$75 Application Fee (this may be paid by credit card or electronic check)
- Official copies of transcripts from all colleges/universities attended. These transcripts must be received by the Office of the Registrar directly from the sending institution in unopened sealed envelopes with signatures across the seals. International course-by-course credit evaluations from the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be reviewed by Thomas Edison State College based upon existing transfer and degree policies in place at the time of application. Students who are seeking information on international credit evaluations may contact AACRAO at:

**AACRAO**  
**Office of International Education**  
**Credentials Analysis Services**  
**One DuPont Circle, NW, Suite 520**  
**Washington, D.C. 20036**  
**(202) 296-3359**  
**[www.aacrao.org](http://www.aacrao.org)**

*TOEFL Scores:* If the official language is not English in your country of origin, you must submit a Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper examination or 173 on the computer-based examination.

- Upon acceptance to the College, you will receive the Thomas Edison State College *Catalog* and information to help you enroll. You will be notified of your acceptance by letter. Please be advised that your Application and fee is valid for six months from the date of your acceptance letter. If you have not enrolled within this period of eligibility, you will need to reapply to the College if you intend to pursue your degree in the future.

To enroll at Thomas Edison State College, you must pay the Annual Enrollment Tuition and Technology Services Fee, or the Comprehensive Tuition Plan.

## SECTION 1: GENERAL INFORMATION

Complete **all information** in the section. If you are not a U.S. citizen, you must provide country of citizenship information.

Note: If your degree program requires a course not offered by Thomas Edison State College, you will need to take that course at another institution. You will be responsible for any and all costs incurred at that institution.

## SECTION 2: EDUCATIONAL BACKGROUND AND SERVICES REQUESTED

Complete questions A and B, and

- If you are seeking a Thomas Edison State College degree or certificate, go on to complete **Section 3**.
- If you are seeking nondegree services such as Credit Banking you must submit a Nondegree Services Application, which may be accessed on the College Web site at [www.tesc.edu/students/support/pdf/NondegreeServiceApp.pdf](http://www.tesc.edu/students/support/pdf/NondegreeServiceApp.pdf), or you may request that a copy be mailed to you by calling toll free (888) 442-8372.

## SECTION 3: DEGREE INFORMATION

This section must be completed if you are applying for a degree and/or certificate.

Choose either New Applicant or Re-enrollment. You may pursue a baccalaureate degree, associate degree and/or a certificate simultaneously. Please indicate your degree code and area of study. Certain degree programs and/or areas of study have special requirements for admission. The special requirements are outlined in the *Undergraduate Prospectus*.

If you are currently enrolled in a degree program at another college, you must fill in the information requested. You may not earn two degrees from two different colleges in the same discipline or area of study.

## SECTION 4: DOCUMENTS

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. (Transcript Request Forms are included in this section of the *Undergraduate Prospectus*.) Student copies of transcripts cannot be accepted. Do not send portfolio materials or resumes with this form.

**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.

Foreign credential evaluations evaluated by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) will be accepted for credit. They may be contacted at: American Association of Collegiate Registrars and Admissions Officers, Office of International Education Services, Credentials Analysis Service, One Dupont Circle, NW, Suite 520, Washington, DC 20036, (202) 296-3359, [www.aacrao.org](http://www.aacrao.org).

Thomas Edison State College will accept credits based on existing transfer and degree policies at the time of application. Students must request a course-by-course evaluation from AACRAO. All fees associated with the foreign credit evaluation are the responsibility of the student.

**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, DANTES or AP examinations) or the official reporting agency.

**Licenses and Certifications:** If you have earned any professional U.S. licenses or certifications, they should be listed in this section. Please see Page 14 on licenses and certificates evaluated for credit. A notarized copy of the license or certificate and a current renewal card, if appropriate, must be attached to the form or submitted to the Office of the Registrar from the issuing agency.

**College Credit Recommendation Service:** For courses completed through industry, government or special organizations and training programs, that have been evaluated by the American Council of Education (ACE), you may request official transcripts from The American Council on Education (ACE), Registry of Credit Recommendations, One Dupont Circle, NW, Suite 250, Washington, DC 20036-1193, (202) 939-9434. Please visit [www.acenet.edu](http://www.acenet.edu) to see if training you have completed is listed in the ACE registry, or to request that a transcript be sent from ACE to Thomas Edison State College.

## SECTION 5: MILITARY SERVICE AND DOCUMENTS

Check the category which best describes your military status and list the military documents you are submitting.

Army enlisted personnel and veterans who entered the military after Oct. 1, 1981, should request that a copy of their AARTS transcript be sent directly to the Office of the Registrar.

Navy and Marine enlisted personnel and veterans may request a copy of their SMART transcript to be sent directly to the Office of the Registrar.

Coast Guard personnel should fill out CGI form 1560/07 and submit it to the Coast Guard Institute to have a Coast Guard Institute transcript sent directly to the Office of the Registrar.

Air Force personnel and veterans who entered the service after 1972 should have the Community College of the Air Force send a transcript directly to the Office of the Registrar.

## SECTION 6: CURRENT EMPLOYMENT

Provide information on your current employment.

## SECTION 7: FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an affirmative action and equal opportunity institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

## SECTION 8: SIGNATURE AND DATE

The appropriate **nonrefundable fee** must accompany your completed Application.

Refer to Pages 46-47 of the *Undergraduate Prospectus* or visit our Web site at [www.tesc.edu](http://www.tesc.edu) for information on the appropriate fees which must accompany your Application.



# UNDERGRADUATE APPLICATION

**MAIL TO:**  
Thomas Edison State College  
Office of Admissions  
101 W. State St.  
Trenton, NJ 08608-1176  
Office (888) 442-8372  
Fax (609) 984-8447

## FOR DEGREE AND UNDERGRADUATE CERTIFICATE SEEKING APPLICANTS

**PLEASE** complete all information. Refer to the directions for completing the Application. Source Code \_\_\_\_\_  
[A0100 - For Office Use Only]

### SECTION 1: GENERAL INFORMATION

Which (Mo/Yr) are you planning to begin classes? \_\_\_\_\_ / \_\_\_\_\_  
Last Name \_\_\_\_\_  
First Name (Mr./Mrs./Ms.) \_\_\_\_\_  
MI \_\_\_\_\_ Suffix \_\_\_\_\_  
Social Security # (required of all U.S. citizens and permanent residents) \_\_\_\_\_  
Date of Birth (Mo/Day/Yr) \_\_\_\_\_  
Former Name(s) \_\_\_\_\_

#### Mailing Address

Street \_\_\_\_\_  
Apt \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone Number ( ) \_\_\_\_\_  
Business Telephone Number ( ) \_\_\_\_\_  
E-mail Address (required) \_\_\_\_\_

If resident of N.J., indicate county:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> 01 Atlantic   | <input type="checkbox"/> 08 Gloucester | <input type="checkbox"/> 15 Ocean    |
| <input type="checkbox"/> 02 Bergen     | <input type="checkbox"/> 09 Hudson     | <input type="checkbox"/> 16 Passaic  |
| <input type="checkbox"/> 03 Burlington | <input type="checkbox"/> 10 Hunterdon  | <input type="checkbox"/> 17 Salem    |
| <input type="checkbox"/> 04 Camden     | <input type="checkbox"/> 11 Mercer     | <input type="checkbox"/> 18 Somerset |
| <input type="checkbox"/> 05 Cape May   | <input type="checkbox"/> 12 Middlesex  | <input type="checkbox"/> 19 Sussex   |
| <input type="checkbox"/> 06 Cumberland | <input type="checkbox"/> 13 Monmouth   | <input type="checkbox"/> 20 Union    |
| <input type="checkbox"/> 07 Essex      | <input type="checkbox"/> 14 Morris     | <input type="checkbox"/> 21 Warren   |

Citizenship: Are you a U.S. citizen?  YES  NO  
If no, of what country are you a citizen? \_\_\_\_\_

Are you submitting a TOEFL (Test of English as a Foreign Language) score?  YES  NO

Are you planning to apply for financial aid?  YES  NO

How did you learn about Thomas Edison State College?  
 Advertisement  Employer  Internet  
 Friend/Relative/Co-worker  College Guide  
 Other: \_\_\_\_\_

We would like to thank those who encouraged our students to pursue their education. We would greatly appreciate it if you could share who helped you make that important decision.

Please let us know:

Their name \_\_\_\_\_  
Their employer \_\_\_\_\_  
E-mail or phone \_\_\_\_\_  
Mailing address \_\_\_\_\_

### SECTION 2: EDUCATIONAL BACKGROUND

A. Do you have a high school diploma?  YES  NO  
High School Name \_\_\_\_\_

City, State \_\_\_\_\_

Date of Graduation \_\_\_\_\_

B. Have you passed a General Educational Development (GED) Examination?  YES  NO

### SECTION 3: DEGREE INFORMATION

Select a degree program to apply to.  
(Codes are listed on the last page of this Application)

Please check one:  New Applicant  Previously Applied

#### Degree: Baccalaureate

- Bachelor of Arts
- Bachelor of Science in Applied Science and Technology
- Bachelor of Science in Business Administration
- Bachelor of Science in Human Services

Area of Study	Code*
(*You must select one area of study)	

#### Degree: Associate

- Associate in Applied Science
- Associate in Science in Business Administration
- Associate in Science in Applied Science and Technology
- Associate in Arts
- Associate in Science in Natural Sciences and Mathematics
- Associate in Science in Public and Social Services

Option	Code*
(*You must select an option.)	

Certificate	Code*
(*See the last page of this application for appropriate title and codes.)	

Are you a candidate in a degree program at another institution?  YES  NO

If you are enrolled in a degree program at another institution, you are required to provide the following information:

College/University \_\_\_\_\_

Degree/Major \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

## SECTION 4: DOCUMENTS

COLLEGE-UNIVERSITY/TRANSCRIPTS/DOCUMENTS	STUDENT ID#	ADDRESS (While Attending)	DATES ATTENDED	CREDIT HRS.	DEGREE RECEIVED/DATE

Please list applicable Licenses/Certificates (see instructions): \_\_\_\_\_

Some courses offered by organizations have been evaluated for credit by ACE/CCRS. Please list any courses you have completed: \_\_\_\_\_

## SECTION 5: MILITARY SERVICE AND DOCUMENTS

Do you currently serve as a member of one of the armed forces of the United States?  YES\*  NO

If active, please indicate your Military Rank/Pay Grade (example E1, E2): \_\_\_\_\_

If active, please indicate your Military Occupation (example MOS, Rating): \_\_\_\_\_

If active, please indicate your Military Installation: \_\_\_\_\_ Years of service: \_\_\_\_\_

Are you a veteran of the armed forces of the United States?  YES\*  NO

Are you a military dependent?  YES\*  NO

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

	Air Force	Air National Guard	Army	Marines	National Guard	Navy	Coast Guard
Active Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reserves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran: Prior Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Military Dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Military documents submitted: \_\_\_\_\_

## SECTION 6: CURRENT EMPLOYMENT

Name of Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

How long with present company? \_\_\_\_\_

Will you receive tuition assistance or reimbursement from your employer?  YES  NO

Company Source Code (if applicable): \_\_\_\_\_

## SECTION 7: FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an Affirmative Action/Equal Opportunity Employment institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

Gender:  Male  Female

Racial/Ethnic Background (check one):  
 01 Black or African-American  
 02 Hispanic or Latino  
 03 Asian  
 04 American Indian or Alaskan Native  
 05 White  
 08 Native Hawaiian or other Pacific Islander  
 06 Other (please specify) \_\_\_\_\_

## SECTION 8: SIGNATURE AND DATE

I hereby certify that this information is true and complete to the best of my knowledge. Falsification of this information on this Application could jeopardize enrollment and could lead to dismissal from the College. I authorize any schools or colleges I have previously attended to release official transcripts to Thomas Edison State College. I understand that this Application and all of its required documents become the property of Thomas Edison State College and that, in accordance with the 1974 Buckley Amendment, Family Rights Privacy Act, I waive all of my rights to my applicant file.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Enclosed payment must be submitted in U.S. dollars and is nonrefundable.

Amount \$ \_\_\_\_\_

Check  Money Order  American Express  
 VISA  MasterCard  Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

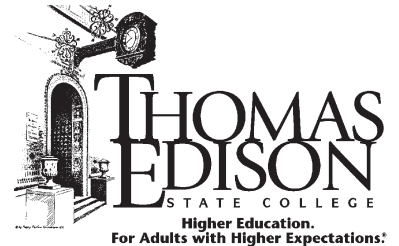
Date \_\_\_\_\_

Please complete the reverse side of this college/university **Transcript Request Form** and mail one to each institution you have attended.

You must put this form in an envelope and include proper postage before mailing.

All transcripts must be received directly from the institution's registrar's office and mailed to:

**Office of the Registrar**  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

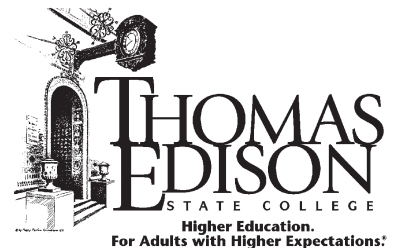


Please complete the reverse side of this college/university **Transcript Request Form** and mail one to each institution you have attended.

You must put this form in an envelope and include proper postage before mailing.

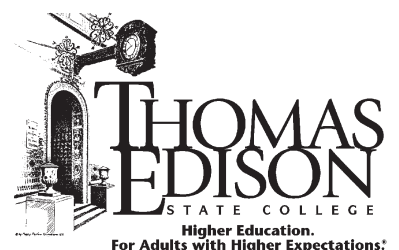
All transcripts must be received directly from the institution's registrar's office and mailed to:

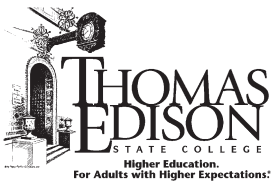
**Office of the Registrar**  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176



For more information please complete the reverse side of this card and mail it in an envelope to:

**Thomas Edison State College**  
Office of Admissions  
101 W. State St.  
Trenton, NJ 08608-1176





## TRANSCRIPT REQUEST FORM

TO REGISTRAR: \_\_\_\_\_  
(Please fill in full name of college/university.)

Name \_\_\_\_\_

I attended your college/university from \_\_\_\_\_ to \_\_\_\_\_.  
(year) (year)

Maiden or Previous Name \_\_\_\_\_

Please send a transcript to: **Office of the Registrar**  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

► Signature \_\_\_\_\_

Social Security # or Student ID# at time of attendance \_\_\_\_\_

Fees for transcripts vary; please check with sending institution to determine correct amount due.



## TRANSCRIPT REQUEST FORM

TO REGISTRAR: \_\_\_\_\_  
(Please fill in full name of college/university.)

Name \_\_\_\_\_

I attended your college/university from \_\_\_\_\_ to \_\_\_\_\_.  
(year) (year)

Maiden or Previous Name \_\_\_\_\_

Please send a transcript to: **Office of the Registrar**  
Thomas Edison State College  
101 W. State St.  
Trenton, NJ 08608-1176

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

► Signature \_\_\_\_\_

Social Security # or Student ID# at time of attendance \_\_\_\_\_

Fees for transcripts vary; please check with sending institution to determine correct amount due.

## REQUEST FOR MORE INFORMATION

If you would like more information about the Thomas Edison State College programs listed below, please complete this form and mail (with postage) to the College. We will process your request promptly.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

(Fax) \_\_\_\_\_ (E-mail) \_\_\_\_\_

Send more information about completing a degree in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Business                       | <input type="checkbox"/> Human Services            | <input type="checkbox"/> Master of Science in Human Resources Management |
| <input type="checkbox"/> Applied Science and Technology | <input type="checkbox"/> Liberal Arts and Sciences | <input type="checkbox"/> Master of Science in Management                 |
| <input type="checkbox"/> Nursing                        | <input type="checkbox"/> Other                     | <input type="checkbox"/> Master of Arts in Liberal Studies               |

**Send information about:**

Military Degree Completion Program

Professional Certificate Programs

# TUITION AND FEES OVERVIEW

College policy requires that all students are responsible for charges incurred at the time any service is rendered and in accord with the fee schedule in force at that time. Payment must be received at the time the service is performed. All outstanding balances must be paid before a student may graduate. This policy applies to both new and re-enrolling students.

## TUITION AND FEES AT THOMAS EDISON STATE COLLEGE

**Tuition** is the payment for all costs directly associated with the academic delivery of a Thomas Edison State College education to registered students. **Fees** are designated as payment for administrative services associated with other activities in support of that educational process and for materials used by students for courses and other activities undertaken by them.

Please refer to Pages 46-47 of the *Undergraduate Prospectus* or use the Fees Calculator feature on the College Web site at [www.tesc.edu](http://www.tesc.edu) for further information on how you can determine your tuition and fee requirements and options that will best fit your individual situation. Should you need additional information or specific guidance, please call the College at (888) 442-8372.

## TUITION PAYMENT OPTIONS THAT FIT YOUR NEEDS

Thomas Edison State College offers two distinct, convenient tuition payment options. The first is the **Comprehensive Tuition Plan**. The second is the **Enrolled Options Plan**.

### COMPREHENSIVE TUITION PLAN

With this option you pay a single annual tuition plus applicable fees for a full academic year (up to 36 credits) of any and all credit-earning options available at Thomas Edison State College.

Comprehensive Tuition covers all administrative costs associated with a Thomas Edison State College education except miscellaneous fees, course materials and textbooks. Please refer to Pages 46-47 of the *Undergraduate Prospectus* or visit the College Web site at [www.tesc.edu](http://www.tesc.edu) for further information.

### ENROLLED OPTIONS PLAN

Under this plan you pay for services as you use them, including paying the Annual Enrollment Tuition each year you are enrolled with the College plus a per-credit tuition charge for each course in which you enrolled. In addition, you pay various fees directly related to credit-bearing courses taken at Thomas Edison State College. Some of the fees you may pay through the Enrolled Options Plan include the Course Registration Fee and Course Tuition for Thomas Edison State College courses, attempted PLA courses, practicums and TECEP® examinations.

With either plan you must pay the nonrefundable Application Fee.

## ABOUT FINANCING AND PAYMENTS

Thomas Edison State College's high-quality, distance education approach enables the College to offer lower tuition and fees than those offered by many other colleges and universities in the United States. While many students pay for their Thomas Edison State College education directly from their regular income or savings, many take advantage of outside programs that provide cash assistance and long-term financing. The employers of numerous Thomas Edison State College students pay for all or part of the education of qualified employees.

The College accepts payment through a variety of methods that include paying by American Express, Discover, MasterCard and Visa credit cards.

## ABOUT FINANCIAL AID

Certain students may qualify for financial aid. For information please call toll free at (888) 442-8372 to request a Financial Aid Packet or access one online at [www.tesc.edu/financialaid](http://www.tesc.edu/financialaid).

Regardless of residence, full-time enrolled active duty military personnel pay in-state tuition and fees or the Military Degree Completion Program rates. Nonenrolled active duty military personnel pay nonmatriculated rates.

*Note:* If your degree program requires a course not offered by Thomas Edison State College, you will need to take that course at another institution. You will be responsible for any and all costs incurred at that institution.

# TUITION AND FEES OVERVIEW

## FEE REFUND POLICY

The Application Fee is nonrefundable. Fifty percent of the Annual Enrollment Tuition may be refunded if the request is submitted no more than 30 days after payment has been received. All requests for refunds must be submitted in writing to the Office of the Registrar. Depending upon the circumstances, the Comprehensive Tuition may be refunded within 30 days of payment. No appeals for refunds of either fee will be considered after the 30-day period.

Withdrawal requests for courses must be postmarked or fax dated according to the following schedule for the corresponding refund:

### WITHDRAWAL REFUND CHART

Withdrawals before the first day of the term:

- 100% REFUND
- \$10 ADMINISTRATIVE WITHDRAWAL FEE

Withdrawals between the first and the seventh day of the term:

- 75% REFUND

Withdrawals between the eighth and fourteenth day of the term:

- 50% REFUND

Withdrawals between the fifteenth and twenty-first day of the term:

- 25% REFUND

Withdrawals after the twenty-first day of the term:

- NO REFUND

Registration fees are **nonrefundable**. All requests for course refunds must be submitted in writing to the Office of the Registrar.

## SERVICES FOR NONENROLLED STUDENTS

The College offers Credit Banking services. In addition, nonenrolled students also may take Thomas Edison State College courses, TECEP® examinations and Prior Learning Assessment (PLA). Enrolled students do not pay Credit Banking fees. For a complete listing of Thomas Edison State College tuition and fees, please refer to Pages 46-47 of the *Undergraduate Prospectus* or visit the College Web site at [www.tesc.edu](http://www.tesc.edu).

### NOTE: SPECIAL TUITION SCHEDULES

There is a separate tuition and fees schedule for:

- Military Degree Completion Program
- Navy College Program
- Graduate Programs
- School of Nursing Programs

# DEGREE PROGRAM CODES

Please include your choice where required on your Application.

## Bachelor of Arts (BA)

Code	Area of Study
BA.ANTHR	Anthropology
BA.ART	Art
BA.BIOL	Biology
BA.COMMU	Communications
BA.COS	Computer Science
BA.CRJ	Criminal Justice
BA.ECON	Economics
BA.ENGLISH	English
BA.ENVIR	Environmental Studies
BA.FORNL	Foreign Language
BA.HIST	History
BA.HUM	Humanities
BA.JOURN	Journalism
BA.LABOR	Labor Studies
BA.LIBST	Liberal Studies
BA.MATH	Mathematics
BA.MUSIC	Music
BA.NAS	Natural Sciences/Mathematics
BA.PHILO	Philosophy
BA.PHOTO	Photography
BA.POLIT	Political Science
BA.PSYCH	Psychology
BA.RELIG	Religion
BA.SSC	Social Sciences
BA.SOCIO	Sociology
BA.THEAT	Theatre Arts

## Bachelor of Science in Applied Science and Technology (BSAST)

Code	Area of Study
BST.AIRTRF	Air Traffic Control
BST.ARCHDS	Architectural Design
BST.AVFLTH	Aviation Flight Technology
BST.AVMAIN	Aviation Maintenance Technology
BST.BIMDEL	Biomedical Electronics
BST.CIVENT	Civil Engineering Technology
BST.CLNLAB	Clinical Laboratory Science
BST.COMSCT	Computer Science Technology
BST.CONSTR	Construction
BST.CYTOTC	Cytotechnology
BST.DENHYG	Dental Hygiene
BST.ELECLT	Electrical Technology
BST.ELNENT	Electronics Engineering Technology
BST.EUT	Energy Utility Technology
BST.ENGRPH	Engineering Graphics
BST.ENVSCL	Environmental Sciences
BST.FIREPR	Fire Protection Science
BST.FOREST	Forestry
BST.HORT	Horticulture
BST.LABANM	Laboratory Animal Science
BST.MANEGT	Manufacturing Engineering Technology
BST.MARENT	Marine Engineering Technology

BST.MECENT	Mechanical Engineering Technology
BST.MEDIMG	Medical Imaging
BST.NONDTT	Nondestructive Testing Technology
BST.NUCENT	Nuclear Engineering Technology
BST.NUCMET	Nuclear Medicine Technology
BST.PERFTC	Perfusion Technology
BST.RADPRT	Radiation Protection
BST.RADTHR	Radiation Therapy
BST.RESPCR	Respiratory Care
BST.SURVEY	Surveying

## Bachelor of Science in Business Administration (BSBA)

Code	Area of Study
BSBA.ACC	Accounting
BSBA.CIS	Computer Information Systems
BSBA.SBMEN	Entrepreneurship
BSBA.FIN	Finance
BSBA.FIM	Financial Institutional Management
BSBA.GENMG	General Management
BSBA.HRM	Human Resources Management/ Organizational Management
BSBA.HSP	Hospital Health Care Administration
BSBA.HTL	Hospitality Management
BSBA.INTNL	International Business
BSBA.MKT	Marketing
BSBA.OM	Operations Management
BSBA.PUB	Public Administration
BSBA.REA	Real Estate

## Bachelor of Science in Human Services (BSHS)

Code	Area of Study
BSH.ADMJST	Administration of Justice
BSH.CHLDDV	Child Development Services
BSH.CMMSVC	Community Services
BSH.EMRGDS	Emergency Disaster Services
BSH.GERON	Gerontology
BSH.HTHNUT	Health and Nutrition Counseling
BSH.HLTHSV	Health Services
BSH.HLSVAD	Health Services Administration
BSH.HLSVED	Health Services Education
BSH.LGLSVC	Legal Services
BSH.MHRVS	Mental Health and Rehabilitative Services
BSH.RECRSV	Recreation Services
BSH.SOCLSV	Social Services
BSH.SCSVAD	Social Services Administration
BSH.SSVCSP	Social Services for Special Populations

# DEGREE PROGRAM CODES

## Associate in Arts (AA)

Code .....Option  
AA.GEN .....General Studies

## Associate in Applied Science (AAS)

Code .....Option  
AAS.ADM.....Administrative Studies  
AAS.ACS.....Applied Computer Studies  
AAS.AES .....Applied Electronic Studies  
AAS.AHS.....Applied Health Studies  
AAS.MM .....Mechanics and Maintenance  
AAS.OCC.....Occupational Studies

## Associate in Science In Business Administration (ASBA)

Code .....Option  
ASBA .....Business Administration

## Associate in Science Applied Science and Technology (ASAST)

Code .....Option  
AST.AIRTRF.....Air Traffic Control  
AST.ARCHDS.....Architectural Design  
AST.AVIFLT.....Aviation Flight Technology  
AST.AVIMAI .....Aviation Maintenance Technology  
AST.BIMDEL.....Biomedical Electronics  
AST.CIVCON.....Civil and Construction Engineering  
Technology  
AST.CLNLAB.....Clinical Laboratory Science  
AST.CMPSCI.....Computer Science Technology  
AST.ELECLT.....Electrical Technology  
AST.ELNENT.....Electronics Engineering Technology  
AST.ENGRPH.....Engineering Graphics  
AST.ENVSCI.....Environmental Sciences  
AST.FIREPR.....Fire Protection Science  
AST.FOREST.....Forestry  
AST.HORT.....Horticulture  
AST.LABANM.....Laboratory Animal Science  
AST.MANENG .....Manufacturing Engineering Technology  
AST.MARENT.....Marine Engineering Technology  
AST.MECENT.....Mechanical Engineering Technology  
AST.MEDIMG.....Medical Imaging  
AST.NONDTT.....Nondestructive Testing Technology  
AST.NUCENT.....Nuclear Engineering Technology  
AST.NUCMED.....Nuclear Medicine Technology  
AST.RADPRT.....Radiation Protection  
AST.RADTHR.....Radiation Therapy  
AST.RESPCR.....Respiratory Care  
AST.SURVEY.....Surveying

## Associate in Science in Natural Sciences and Mathematics (ASNSM)

Code .....Option  
ASN.BIOL .....Biology  
ASN.COMPS.....Computer Science  
ASN.MATH.....Mathematics

## Associate in Science in Public and Social Services (ASPSS)

Code .....Option  
ASPADMJST.....Administration of Justice  
ASPCHLDDV .....Child Development Services  
ASPCMMSVC.....Community Services  
ASPEMRGDS.....Emergency Disaster Services  
ASPFWSV.....Fitness and Wellness Services  
ASPGERON.....Gerontology  
ASPLEGSVC.....Legal Services  
ASPRECRSV.....Recreation Services  
ASPSOCLSV.....Social Services  
ASPSRVSP .....Social Services for Special Populations

## UNDERGRADUATE CERTIFICATES

Code .....Option  
CERT.ACC.....Accounting  
CERT.AOM.....Administrative Office Management  
CERT.CAD.....Computer Aided Design  
CERT.CIS.....Computer Information Systems  
CERT.COS.....Computer Science  
CERT.ELT .....Electronics  
CERT.FIN.....Finance  
CERT.FWS .....Fitness and Wellness Services  
CERT.HRM.....Human Resources Management  
CERT.LAS.....Labor Studies  
CERT.MAR.....Marketing  
CERT.OPM.....Operations Management  
CERT.PUB.....Public Administration