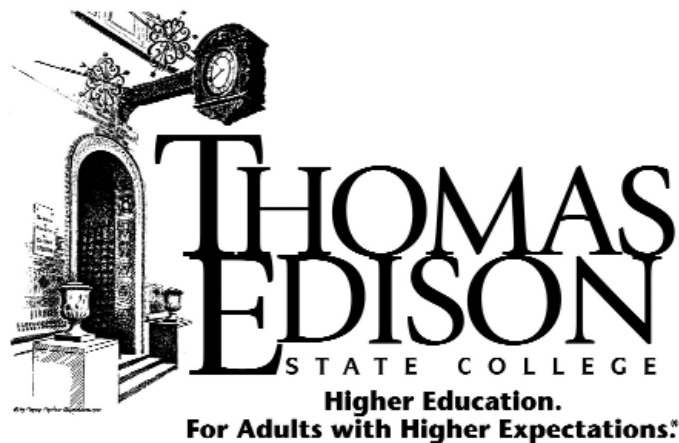
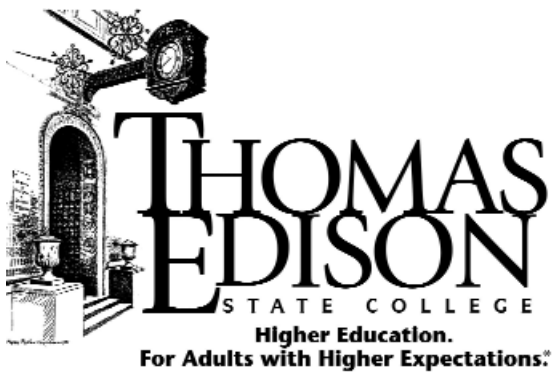


THOMAS EDISON STATE COLLEGE

NONDEGREE SERVICES APPLICATION

For Credit Banking





NONDEGREE SERVICES APPLICATION

For Credit Banking

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Credit Banking is a nondegree service that Thomas Edison State College 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. Credit Banking services are available to individuals who wish to consolidate college-level work documented elsewhere into an official Thomas Edison State College 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 Credit Banking **are not** enrolled in a Thomas Edison State College degree program. The Credit Banking fee entitles students to transcription services for one year. Credit Banking 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 Credit Banking are **nonrefundable**.
3. Mail the completed Application and payment to the Office of the Registrar, Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176.
4. Submit official college transcripts, military documents, college proficiency examinations, documentation of college-level corporate learning or ACE Registry transcripts.

All transcripts submitted for Credit Banking must be official transcripts mailed directly from a college or university registrar's office.

Please Note

- ◆ Fees for Credit Banking 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 College.
- ◆ This application is not to be used if you are a degree-seeking student at Thomas Edison State College.
- ◆ Credits earned from foreign institutions can NOT be used for Credit Banking. Students with foreign credits may apply their credits toward a Thomas Edison State College 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 College. If you have any questions concerning your Application, contact the Office of Admissions toll free at (888) 442-8372 or at admissions@tesc.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: Credit Banking 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, DANTES 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 e-mail 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 College. 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 Office of Corporate-Higher Education Programs at (609) 633-6271.

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 College Web site at <http://www.tesc.edu/716.php> 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 Credit Banking fee of \$250, which allows an unlimited number of credits transcribed. Fee information for all other credits is listed in this application.

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 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 College Web site at www.tesc.edu or call the Office of Admissions toll free at (888) 442-8372.

NONDEGREE SERVICES APPLICATION

Section I: General Information

I am applying for Credit Banking

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 () _____

E-mail Address (required) _____

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

If no, of what country are you a
citizen? _____

Are you now, or at any time, have you ever been a student at Thomas Edison State College? 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	<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"/>
National Guard	<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"/>
Military Dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Military documents submitted: _____

SECTION 2: Credit Banking Information

Documents being submitted for Credit Banking:

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 (formerly PONSI) sponsor organization(s) 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 transcribed _____ Total number of credits to be transcribed _____

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 College cannot complete the processing your Nondegree Services Application.

Credit Banking Fees

The Credit Banking fee for military personnel is \$250, regardless of the number of credits being transcribed. See Page 2 for eligibility requirements.

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

1-60 Credits	\$438.00
61 plus Credits	\$655.00

Total Credit Banking Fee \$ _____ (This fee is nonrefundable.)

SECTION 3: Payment Information

Checks should be made payable to **Thomas Edison State College**. 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 College 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 credit banking at Thomas Edison State College subject to policies and procedures of the College.

Signature _____ Date _____

The appropriate nonrefundable fee must accompany your completed Application. Refer to the College's *Guide to Tuition and Fees* or visit our Web site at www.tesc.edu for information on the appropriate fees which must accompany your Application.

Request Transcript Be Sent to Other Colleges

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

Dear Thomas Edison State College,

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

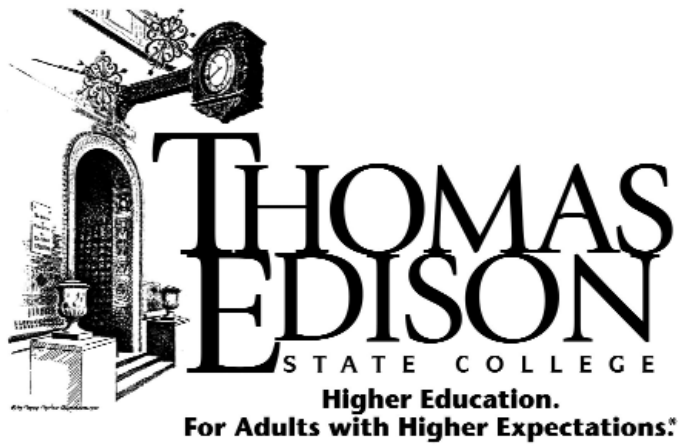
Zip

(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 College will send one transcript, either to me or to the institution I designate, free of charge but requires a \$5 fee for each additional transcript requested. (Please fill out information in the Fees Information Section on Page 4 of this Application.)

Signature _____ Date _____



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