

Social Security Number

Submission of your Social Security number is voluntary, but consider carefully the advantages of having the Social Security number as part of your permanent record. Standard use of the Social Security number as part of a student's record has proven over the years to be convenient for both the student and the college. It provides the student with another unique identifying element and assists the college in its state and federal government reporting requirements.

Student Identification Number

At the time of registration, Moraine Park assigns a unique identification number to each new student. This is a permanent "ID" number that is used to consolidate permanent records and provide services for the student. If you know your student identification number, please enter it on the form.

A student identification card is provided for all students and is used to access college services. The initial card is free with a replacement fee of \$5. The card must be presented upon request to all college employees.

Privacy of Records

The Wisconsin Public Records Law requires release of information held public by the Family Rights of Privacy Act of 1974. Moraine Park has designated as public information your name, address, telephone number, date of birth, program, year in program, credit load, credits toward graduation, dates of attendance, date entered program, date of withdrawal, type of degree or diploma, and most recent institution attended. This information can be held private by filing a form in the Registration Office. Agencies who provide you financial aid can receive any information held private under this law, regardless of a Withhold of Data Request.

Age Requirement for Enrollment

Must be 16 years of age prior to class start date or receive special permission.

Legal Residence

An individual who is a legal resident of the state of Wisconsin pays resident program fees. Out-of-state residents pay additional tuition for postsecondary classes. The out-of-state tuition applies to vocational adult classes (fourth digit of class number is 4).

Contact the Registration Office for questions related to legal residence.

Age 62 or Older Exemptions

The Wisconsin State Legislature provides exemption from payment of program fees for students 62 years of age or older enrolled in vocational adult classes (fourth digit of class number is 4). **These exemptions do not include materials fees or other assessed fees.**

These exemptions do not apply to associate degree, technical diploma, apprentice, or avocational classes (fourth digit of class number is 1, 3, 5 or 6).

Single Parent

Persons who are unmarried or legally separated and have custody or joint custody of one or more minor children or are pregnant.

Displaced Homemaker

Persons who are adults and have worked at home without pay to care for the family, are no longer supported by a relative's income, or whose youngest dependent child will become ineligible for AFDC assistance within two years and are under- or unemployed.

Work Status at Enrollment (Please indicate)

Employed **full-time** or **part-time**, **underemployed** (job duties materially below your qualifications), **underemployed/seeking employment**, **not in labor market**, or **dislocated worker** (terminated or laid off or notified of such, eligible for unemployment or exhausted entitlement, or unlikely to return to previous employment or occupation).

Grades

Student Grade Reports are printed the first Tuesday of each month and twice in December; please allow time for mailing.

Racial Heritage

Although this information is optional, all students are encouraged to complete the section on racial heritage. The categories are defined as follows:

White, Not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Asian American or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or Pacific Islands (e.g., China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam).

Black, Not of Hispanic Origin - A person having origins in any of the black racial groups of Africa.

Hispanic (Spanish, Latin) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Disadvantaged

While submission of this data is optional, students are encouraged to complete this section. Check all that apply. Definitions are as follows:

Limited English Proficiency - Member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

Economically Disadvantaged - Any person or family member who receives AFDC or food stamps or whose income is at or below poverty level as defined by the Department of Commerce.

Withdrawal/Refund Policy

Students withdrawing from classes must complete a Withdrawal/Refund Request Form and see a counselor. (Forms are available from the Registration Office or from a counselor.)

Amount of Refund	All Classes
100%	1. District cancels or discontinues class within 80 percent refund period 2. Refund requested before starting date of class
80%	Classes One Semester Long (or More) Refund requested within first 14 calendar days after start of term
60%	Refund requested within 15-28 calendar days after start of term
0%	After 28th calendar day from start of term
80%	Classes Less Than a Semester Long and Apprenticeship Classes Refund requested before 11 percent of potential class hours completed
60%	Refund requested before 11-20 percent of potential class hours completed
0%	After more than 20 percent of the class's total potential hours

Title IV Pro Rata - First-time students who receive Federal Title IV financial aid under the Higher Education Act and are withdrawing from all courses shall receive a pro rata refund if the date of withdrawal is on or before the 60 percent point in time of the period of time for which fees have been paid.

A student may transfer 100 percent of fees from a dropped class within the first 14 days of the term if the added class is requested at the same time that the drop occurs.

Note: Students who do not complete a withdrawal form when discontinuing a credit class will receive an "NC" grade on their transcript. Students may drop ASSOCIATE DEGREE or DIPLOMA classes up to the time 80 percent of the class is completed. Classes may not be dropped after 80 percent of the class is completed. The drop date shall be the date upon which the student officially notifies the school to initiate a class drop or withdrawal process.

Class schedules and fees are subject to change without notice and are not to be considered as contractual guarantees for any course.