

COLLEGE ADVISING POLICY AND PROCEDURES

The College Advising Office limits the number of applications filed to no more than ten (10). By your signature below, you understand and agree that there will be a charge of \$25.00 for each additional request, to which your account will be billed.

Application Deadlines

1. Action Forms for all college applications with a deadline date on or before November 15, 2009, must be completed and submitted to the College Advising Office by Friday, October 16, 2009.
2. Action Forms for all college applications with a deadline date between November 16, 2009, and December 15, 2009, must be completed and submitted to the College Advising Office by Friday, November 13, 2009.
3. Action Forms for all college applications with a deadline date between December 16, 2009, and January 15, 2010, must be completed and submitted to the College Advising Office by Monday, December 4, 2009.
4. Action Forms for all other applications with deadline dates after January 15, 2010, **MUST** be submitted to the College Advising Office no later than two (2) weeks prior to the due date.

(Student name: please print)

(Student signature)

(Parent signature)

(Counselor signature)

(Date)