

APPLICATION FORM

***Please Type or Print neatly all information.**

****Please attach a recent government photo identification document (drivers license, military ID, passport, etc.) A colored copy is required.**

Biographical Information:

1. Full Name:

Last Name First Name Middle Name

Former Name: (as it might appear on an official record): _____

2. Home or Permanent Address: _____ Apt. # _____

City State Zip Code Country

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ Best time to call: _____

FAX: () _____ E-Mail: _____

3. Social Security Number = (Student ID #) ____/____/____ Date of Birth ____/____/____

4. Country of Citizenship: _____

Educational Information:

5. High School (or equivalent): _____ *Date of Completion*

City State Zip Code Country

6. College Name (last attended): _____

City State Zip Code Country
() Date of completion: _____ () If not list credits earned: _____

Highest Degree and Major: _____

Type of credits: () Semester () Quarter

Subjects of Special Emphasis or Interest

College Name: _____

City State Zip Code Country
() Date of completion: _____ () If not list credits earned: _____

Highest Degree and Major: _____

Type of credits: () Semester () Quarter

Subjects of Special Emphasis or Interest

7. Other Education: (Continuing education, correspondence courses, vocational training, seminars, workshops, etc.)
Please Note: All forms of education must be verified in writing and Notarized. **(See Verification form)**.

#1: _____ Dates: _____

Course or Subject: _____ Hours of instruction: _____ Credits earned: _____

#2: _____ Dates: _____

Course or Subject: _____ Hours of instruction: _____ Credits earned: _____

8. Other Experiences: Students are allowed to apply up to 30% of their inbound transfer credits toward their first degree requirements. Experiential credits may not exceed 30% of the incoming credits and may not be applied toward a Doctoral Degree.

<i>Experience or activity</i>	<i>Date</i>	<i>Number of hours completed</i>
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_____	_____	_____
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9. Current Employment (Job/Title): _____

<i>Name and address of organization</i>	<i>Date of employment</i>
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Description of duties, responsibilities: _____

10. Previous Employment (Job/Title): _____

<i>Name and address of organization</i>	<i>Date of employment</i>
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Description of duties, responsibilities: _____

Program Selection:

11. I am seeking the following Degree Program(s)

- ☐ Bachelor's degree (B.A., B.S.) • 35 hours of general education required for Graduation.
- ☐ Master's degree (M.A., M.S.) • Must have a Bachelor's degree to enter this program.
- ☐ Doctoral degree (Ph.D., D.Sc.,) • Must have a Master's degree to enter this program.
- ☐ Doctor of Naturopathy (N.D.) • Must have a Bachelor's degree to enter this program.
- ☐ Integrative Medicine • Must have a M.D., D.O., D.D.S., D.C., O.M.D. or other professional degree.
- ☐ Holistic Nursing (B.S., M.S., Ph.D.) • Must be an R.N. or L.P.N. to enter this program.
- ☐ Bachelors/Naturopathic program • 35 hours of general education required for graduation.

12. I am seeking my degree(S) in: _____

13. I am seeking the following Diploma Program(s):

- ☐ Auricular Therapy
- ☐ Aromatherapy
- ☐ Bach Flower Remedies
- ☐ Blood Chemistry and Urine Analysis
- ☐ Colon Hygiene
- ☐ Hair/Mineral Analysis
- ☐ Homeopathy
- ☐ Iridology
- ☐ Nutritional Counseling
- ☐ Polarity Therapy
- ☐ Reflexology
- ☐ Other _____

14. I am seeking the following course(s) ONLY: _____

15. I first heard about the University from: _____

16. The date I first spoke with the Admissions Director was: _____

17. Signature: _____ Date: _____

"It is the responsibility of the student, to check with the licensing agency of your state, country or province. Also note that rules change over time."

Date received _____ by the Admissions Office.

Revised: DEC-06

Payment Information:

18. Payment Options: Note: Registration/Graduation and general fees are due at the time of enrollment for all degree programs. Prices are subject to the enclosed price sheet and to change without notice.

☐ **Plan I:** I agree to pay my tuition in no more than six (6) large installments in US dollars, according to the student enrollment agreement.

☐ **Plan II:** I agree to pay my tuition as follows: A minimum down payment of \$1,000.00 with the remainder to be serviced by NMR Financial Services at their current service charge in US dollars in accordance with the student enrollment agreement.

☐ **Plan III:** Full payment of tuition and fees in US dollars upon enrollment.

☐ **Charge to:** ☐ American Express ☐ Discover ☐ Master Card ☐ Visa

All funds must be submitted in US Dollars and drawn on a US bank.

19. Credit Card number: _____ Exp Date: _____

Name of Card Holder: _____ Signature: _____
V Code _____ (last three numbers on the back of the card where you sign)

Refund Policy: All refunds are based on the signed date of the Enrollment Agreement and must be requested in writing, without exceptions. The student has 7 days in which to complete all contractual agreements and return the contract signed, dated and with all necessary fees. If all terms and conditions are not met within the 10-day period, the contract may become null and void. Foreign students will be granted an extension of 21 days. Refunds may take 30 days to process. 45 days for processing Students outside the USA. Applications fees and shipping charges are non-refundable. \$25.00 withdrawal fee also applies. After 30 days the following format applies and is subtracted from the above charges.

After 31-60 days refunds of tuition is 30%

21. Health Statement: Do you have any health problems that would interfere with your ability to read, write, comprehend, interpret or complete courses in an independent study program? I understand that if I have any conflicting health related problems that it will be my responsibility to study and test within University guidelines. I further understand that Westbrook University stands ready to assist each and every student to succeed in completing their chosen degree program.

☐ No ☐ Yes (Please describe) _____

(Attach additional page(s) as necessary)

Policy Information:

NON-DISCRIMINATION POLICY

The University is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The University does not discriminate on the basis of race, color, age, religion, sex, national origin, or physical handicap in its educational programs, activities or employment policies, in accordance with federal, state, and local laws.

CONFIDENTIALITY

Each student has the right to inspect and/or review his/her educational records such as official transcripts; courses and grades; records of prior learning and life/work experience; admissions records; and character references. All student records are held in strict confidence. The University is aware of the confidential nature of students' records, both personal and academic; therefore, the University exercises extreme care and concern in recording and maintaining information. Such information shall not be released to unauthorized persons or agencies without written consent from the student.

COURSE RETURNS AND EXCHANGES

Students have 30 days to preview every course shipped to them. Each course has a shipped date on the cover sheet. The University will use this date to begin the 30-day count. If the course does not meet your needs or expectations, you must call the University within the 30 days and return the course with a letter of explanation within 45 days of the shipped date. A \$25.00 check must be included with the course and letter for the return or exchange to take place. Courses will not be accepted beyond the 45 days limitation for return or exchange. It is the student's responsibility to preview each course and order all the necessary textbooks immediately upon receipt of every course. Failure to obtain the required textbooks after the 30-day preview period is not a valid reason for exchanging or returning a course of study.

COURSE COMPLETION

All degrees must be completed within ten years. Students are required to submit, for grading, a minimum of one course every six months to remain on active status.

TEXTBOOKS

Tuition does not include required textbooks, manuals, audio or videotapes or any other supplies necessary to complete projects. Although the University makes every effort to coordinate study materials, the student is ultimately responsible for all course requirements.

"It is the responsibility of the student, to check with the licensing agency of your state, country or province. Also note that rules change over time."

Contact Information:
Complete Application and mail to:
Admissions Director
3185 Wylie Ridge
Weirton, WV 26062

APPLICATION CHECKLIST

Application is considered complete when the University receives the following:

- ☐ \$100.00 Application Fee (US dollars only)
- ☐ \$100.00 Evaluation Fee (US dollars only) if submitting incoming credits
- ☐ Completed signed Application
- ☐ Official sealed transcripts from all colleges and universities attended
- ☐ Verification of courses studied forms completed

Admissions Office Hours: 9:00 AM - 4:00 PM Monday through Thursday

Our business telephone is **(304) 797-7550**
Web Site and Catalogue: westbrooku.edu
E-MAIL: westbrookuniversity@gamil.com