



CENTER FOR ADULT AND PROFESSIONAL STUDIES(CAPS) **APPLICATION FOR ADMISSION**

APPLICATION PROCEDURE

All students enrolling for the first time with Lee University through the Center for Adult and Professional Studies must submit the following:

1. An application for admission.
2. An official high school transcript mailed directly from the high school. All students must have achieved a cumulative C average or above on all high school work.
3. Students transferring with more than 15 semester hours of college work are not required to furnish a high school transcript. An official transcript must be sent from each institution attended, regardless of whether credit was earned or is desired for transfer consideration. Students who fail to acknowledge attendance at any college or university where he/she has been previously registered are subject to dismissal from Lee University.
4. An official test score report from ACT or SAT. Applicants who have not already taken the entrance examination (ACT or SAT) will be required to take it prior to acceptance with Lee University. The ACT/SAT should be taken on a national test date. Transfer students having fewer than 16 semester hours are required to submit ACT or SAT test scores.
5. An advance matriculation fee of \$25 (not refundable).
6. *Any applicant born after January 1, 1957, must provide documented proof of receiving two MMR (measles, mumps, rubella) vaccinations after 12 months of age; (Collected after acceptance).
7. *Proof of a Tuberculin PPD skin test taken within a one-year period prior to the date of admission application; (Collected after acceptance).

*Not required for students seeking a degree through Independent Studies only.

After the above requirements have been met, the student will be notified of his/her acceptance or rejection by CAPS. The university may refuse admission and registration to students not meeting the minimum requirements for college, or may admit them on probation for limited work.

FINANCIAL AID

Lee University offers a wide variety of financial aid to eligible students, including federal and state grants, loans, employment opportunities and private scholarships, as well as a combination of these programs. Since a large portion of Lee University's resources for financial aid is tied to federal funding, it is required that eligibility, or need, be established as an initial step in applying for financial aid.

To determine need, the Free Application for Federal Student Aid (FAFSA) **MUST BE FILED** through the Federal Processor. This will allow a student to be considered for the range of financial aid options available through the Lee University Financial Aid Office. All information must be received by Lee University before March 15 annually to be included in the priority group. To expedite the process, file a FAFSA online at www.fafsa.ed.gov.

All programs in the Center for Adult and Professional Studies qualify students for Financial Aid (except Independent Studies). Contact the Lee University Financial Aid Office or see the Undergraduate Financial Aid section in the current Catalog to find out more about availability of Financial Aid.

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CAPS MISSION STATEMENT

The Center for Adult and Professional studies within Lee University is a dedicated center for excellence in lifelong learning offering scholarship with Spirit. Adult learners will receive quality education equipping them for academic development, enrichment for life, and transformational ministry that impacts individuals, church, society, and the world.

TOMLINSON CENTER ONLINE (TCOL) INSTRUCTIONS

Tomlinson Center Online courses offer study via the Internet. This form of study blends the best of independent study research with the traditional campus model in a virtual classroom environment. Over the course of the semester, students log in to classes for online instructions, lectures, assignments, discussions, etc. Current assignments and materials are available 24 hours a day, 7 days a week throughout the term. These classes qualify as resident credit.

TCOL CLASSES

The Tomlinson Center board has entered a partnership with Lee University to offer fully accredited college-level classes that lead to a degree program. The first phase of this partnership will be online courses, which will be accessible around the globe wherever there is Internet service. Interested students should apply for registration immediately, due to the fact that each online class is limited to 20 students.

TCOL classes will be part of a two-tier program. The International Offices will offer certificates of ministry after the completion of a certain number of courses and Lee University will award the bachelor's degree in Christian Ministry upon completion of all required courses for the degree.

As a Tomlinson Center Online student, you will also be enrolled as a student with Lee University. This partnership with Lee University and the Church of God of Prophecy enables us to offer a degreed program fully accredited for all of our students.

