

APPLICATION FOR UNDERGRADUATE ADMISSION

Welcome to Concordia University Chicago!

Congratulations on your decision to apply to Concordia University Chicago. We look forward to receiving your application and to working with you throughout the admission process.

Your completed application provides important information which we consider when making admission decisions. Please take care to complete the application accurately.

Concordia admission representatives are committed to help, assist and expedite the admission and enrollment process for you. Concordia University Chicago admits students without regard to age, sex, creed, race, color, or national or ethnic origin.

If you have any questions or experience any problems as you complete your application, please contact us at +1 872 588 8409 or admissions@concordiaglobaluniversity.com

Application Checklist

- Completed and signed application
- Official Academic Transcripts
- Foreign Transcript Evaluation
A course-by-course evaluation from a CUC approved evaluation service is required for UG admission.
- Proof of English Language Proficiency
68 – 72 (internet-based) on the Test of English as a Foreign Language (TOEFL)
6.0 on the International English Language Testing System (IELTS)
Michigan test score of at least 85
Level 112 at an ELS Language School (ELS) or certificate of Completion of Program from an English Language Institute (ELI), along with a recommendation of the program director.
King George International College (KGIC) English for Post-Secondary Education (EPE) final proficiency test scores of 75% with a passing class score of 80 will also be accepted for language proficiency.
- Declaration of Finances/Bank Statement

ENROLLMENT INFORMATION

Anticipated Start Date: Year Spring (January) Summer (May) Fall (August)

Legal Last Name _____ Legal First Name _____ Middle Initial _____ Maiden/Former Name(s) _____

Home Street Address _____ Apartment/Unit _____

City _____ State _____ Country _____ Zip Code _____

Home Phone # (____) _____ Work Phone # (____) _____ Cell Phone # (____) _____

Mailing Address (if different from above) _____
Address _____ City _____ State _____ Zip Code _____

Email _____ Gender: Male Female

Date of Birth _____

Citizenship: United States Other _____ Country of birth: _____

If you are not a U.S. citizen: Permanent Resident Number A- _____ Visa Type _____

Do you plan to live on campus or off campus?*

- On-campus dormitory housing + meal plan (Single room)
- On-campus dormitory housing + meal plan (Double room)

***Important note:** CUC Accommodation Service will be contacting directly the students wishing to use the accommodation services upon successful acceptance and registration to the academic program.

Family Information:

Please provide your parent or guardian information.

Relationship _____ First Name _____ Last Name _____
 Address Same As Above Yes No

If not, please fill the part below:

_____ Apartment/Unit _____
 Home Street Address _____

 City _____ State _____ Country _____ Zip Code _____

Information about your parents:

What is the highest level of education obtained by your:

- Mother
- Less than high school graduate
 - High school graduate
 - Some college
 - Bachelor's degree
 - Beyond bachelor's degree

- Father
- Less than high school graduate
 - High school graduate
 - Some college
 - Bachelor's degree
 - Beyond bachelor's degree

PROGRAM INFORMATION

Please select the program or degree you are applying for.

College of Arts and Sciences

- BA in Arts
- BA in Biology
- BS in Biology
- BA in Chemistry
- BS in Chemistry
- BA in Communication
- BA in Computer Information Systems
- BA in English
- BA in Exercise Science
- BA in Graphic Arts
- BA in Journalism
- BA in Mathematics
- BS in Mathematics
- BA in Media Arts Administration
- BA in Music
- BA in Music with Business Emphasis
- BA in Natural Science
- BA in Philosophy
- BA in Political Science
- BA in Psychology
- BA in Social work
- BA in Sociology

- BA in Spanish
- BA in Theatre
- BA in Theatre Arts Administration
- BA in Theology
- BA in Theological Languages
- BA in Visual Arts Administration
- BA in Women's and Gender Studies
- BA in Computer Science
- BA in Criminal Justice
- BA in History
- BA in Pre-Art Therapy
- BA in Sport and Fitness

College of Business

- BA in Marketing
- BS in Marketing
- BA in Accounting
- BS in Accounting
- BA in Management
- BS in Management
- BA in Business Communications

- BS in Media Arts Administration
- BS in Sports Management
- BS in Theatre Administration

College of Education

- BS in Early Childhood Education
- BS in Elementary Education
- BS in Secondary Education
- BS in Secondary Education—English/Language Arts
- BS in Secondary Education—Mathematics
- BS in Secondary Education—Physical Education
- BS in Secondary Education—Science: Biology

- BS in Visual Arts Administration
- BS in Church/Not-Profit Management
- BS in Church/Not-Profit Management Pre-Seminary
- BS in Secondary Education—Science: Chemistry
- BS in Secondary Education—Social Science: History
- BS in Secondary Education—Visual Arts
- BS in Special Education age 3-21
- BA in Foreign Language-Spanish Language Education (grades K-12)
- BA in Music Education (grades K-12)
- BS in Physical Education (grades K-12)
- BA in Art Education

HONORS AND EXTRA CURRICULAR ACTIVITIES

Please check the activities in which you plan to participate at Concordia University Chicago.

Intercollegiate Athletics

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Baseball (M) <input type="checkbox"/> Basketball (M, W) <input type="checkbox"/> Cross Country (M, W) <input type="checkbox"/> Dance/Cheer (M, W) <input type="checkbox"/> Football (M) | <ul style="list-style-type: none"> <input type="checkbox"/> Soccer (M, W) <input type="checkbox"/> Softball (W) <input type="checkbox"/> Tennis (M, W) <input type="checkbox"/> Track & Field (M, W) <input type="checkbox"/> Volleyball (W) |
|--|---|

Music

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Ensembles <input type="checkbox"/> Band <input type="checkbox"/> Handbells | <ul style="list-style-type: none"> <input type="checkbox"/> Orchestra <input type="checkbox"/> Vocal Groups |
|---|---|

Applied Studies

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Baritone/Euphonium <input type="checkbox"/> Bassoon <input type="checkbox"/> Cello <input type="checkbox"/> Clarinet <input type="checkbox"/> Flute <input type="checkbox"/> French Horn <input type="checkbox"/> Guitar <input type="checkbox"/> Harp <input type="checkbox"/> Oboe <input type="checkbox"/> Organ <input type="checkbox"/> Percussion <input type="checkbox"/> Piano | <ul style="list-style-type: none"> <input type="checkbox"/> Saxophone <input type="checkbox"/> String Bass/Double Bass <input type="checkbox"/> Trombone <input type="checkbox"/> Trumpet <input type="checkbox"/> Tuba <input type="checkbox"/> Viola <input type="checkbox"/> Violin <input type="checkbox"/> Voice - Alto <input type="checkbox"/> Voice - Bass <input type="checkbox"/> Voice - Soprano <input type="checkbox"/> Voice - Tenor <input type="checkbox"/> Other Instrument |
|--|--|

Activities

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> American Guild of Organists (student chapter) <input type="checkbox"/> Artists of Concordia Theatre <input type="checkbox"/> Best Buddies <input type="checkbox"/> Black Student Union (BSU) <input type="checkbox"/> Campus Activities Board <input type="checkbox"/> Capoeira Club (Brazilian martial arts) | <ul style="list-style-type: none"> <input type="checkbox"/> Club Volleyball (M) <input type="checkbox"/> Colleges Against Cancer <input type="checkbox"/> Concordia Gamers Alliance (logic gaming club) <input type="checkbox"/> Decapolis Theatre Ministry (Christian drama ministry) <input type="checkbox"/> English Club <input type="checkbox"/> Fellowship of Christian Athletes |
|---|--|

- Frisbee Club
- Green Fee Committee
- Habitat for Humanity
- History and Political Science Club
- Hooks and Needles (knitting club)
- Human Rights Club
- Image (visual art club)
- Inst. of Electrical and Electronics Engineers
- International Student Association
- Intramural Sports
- Kickin' Cougars (swing dance club)
- Lacrosse Club
- Latino Student Union (LSU)
- Motif (campus creative arts journal)
- NAFME: The National Association of Music Education (student chapter)

- Ping Pong Club
- Psychology Club
- Science Club
- Social Work Club
- Student Athlete Advisory Committee
- Styx (floor hockey club)
- The Spectator (campus newspaper)
- The Unprofessionals (improv comedy)
- Veggie Club
- VOICE (student government)
- WCGR (campus radio station)
- WCGR (campus TV station)
- Wrestling Club
- Young Life (College Life)

Student-Led Campus Ministries

- Concordia Youth Ministries
- Men's Ministry
- Ministry with Chicago
- Ministry with Concordia
- Ministry with the World
- Small Group Ministries
- Women's Ministry

Academic Honoraries

- Alpha Kappa Delta (sociology)
- Phi Alpha Theta (history)
- Phi Beta Lambda (business)
- Psi Chi (psychology)

ACADEMIC HISTORY

List ***all*** colleges and universities attended, starting with the most recently attended first.

High School/College/University Name	Location	Dates Attended	Degree Earned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Please email one official, sealed transcript from each high school/college/university listed above to admissions@concordia-globaluniversity.com

When did/will you graduate from high school?
 Month _____ Year _____

Have you completed any of the following courses:
 If yes, please email your test scores to admissions@concordia-globaluniversity.com

- Level 12 at a Berlitz Language Program Yes No
- Level 112 at an English Language School (ELS) Yes No

Have you taken any of the following tests:

Michigan Language Test Yes No

Test of English as a Foreign Language (TOEFL) Yes No

International English Language Testing System (IELTS) Yes No

Why have you chosen to apply to Concordia-Chicago?

Race/Ethnicity (optional)

Are you Hispanic or Latino? If yes select one:

- Cuban Mexican Puerto Rican Other Hispanic

Are you (select one or more):

- American Indian or Alaskan Native Black or African American
 Native Hawaiian and Other Pacific Islander Asian
 White

Do you have any relatives who attend(ed) Concordia University Chicago (formerly Concordia University, River Forest)? Yes No

If yes, what relation?__ _____

TERMS AND CONDITIONS

Undergraduate Fees, Financial Policies, and Financial Assistance

Concordia University Chicago accepts all fees with the understanding the student, by being assessed such fees, agrees to abide by all the regulations of the University, whether printed in this application form or not, and by any appropriate decisions of the administration or faculty regarding the student's status in the University. Although the University exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur, incident to, by attendance at, or participation in classroom or laboratory work, intramural activities or other University programs and activities. Also, the University does not accept responsibility for any personal property lost, stolen, damaged or misplaced. During the period of this application form issue, the University will make every effort to maintain the fees listed. However, rising costs may necessitate an interim increase in fees. Concordia University Chicago reserves the right to change its tuition and fee rates and policies with no advance notice. Any such changes shall only apply on a prospective basis. Students shall pay all assessments by the published deadlines for payment, approximately 30 days before the beginning of each semester. Students wishing to register after the published deadline date for a given semester will be required to make payments before registration is permitted. Only federal or state financial aid for the term that is confirmed by the Office of Financial Aid may be excluded from these requirements. Sources of funds not eligible for deferred tuition payments include income through student employment and tuition reimbursement by employer or other sources. Email is the University's primary source of communication. A statement of the account balance will be emailed to the student's Concordia-Chicago email address each month after the start of the semester, if the tuition account has a verified outstanding balance.

Returned Checks

A fee of \$25 will be assessed to the student's tuition account for any check returned unpaid. If a second check is returned unpaid, a \$50 fee will be assessed and for a third check that is returned unpaid a \$75 fee will be assessed and no further checks will be accepted on the student's tuition account. Payment for any returned check must be made by certified funds (cash, cashier's check or money order). A fee of \$20 will be assessed to the student's tuition account for any online check payment that is returned unpaid.

Method of Payment

Payments may be made in person, over the telephone, online or through a monthly tuition payment plan. Payments made in person may be made via cash, money order, personal check or credit card (at no additional charge). Payments made over the telephone must be made via credit card. All such credit card payments taken over the telephone shall be subject to a 2.75 percent convenience fee to be added to the total amount of the payment.

Payments mailed directly to the University must be in the form of cash, personal check or money order. Payments made online must be in the form of either a bank account (ACH) transaction or credit card. Online payments shall be made by credit card payments.

Online credit card payments are subject to a 2.75 percent convenience fee. Online payments made via ACH shall not incur any additional charges. Students also may sign up for a monthly tuition payment plan. To sign up for this service or for more information, please contact our Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com. All fees, whether paid by a person or an organization, shall be paid in United States dollars. MasterCard, American Express and Discover Card will be accepted for any payments, whether in person, over the telephone, online or through the monthly tuition payment plan.

Students with Outstanding Balances

Students with outstanding balances shall not be allowed to participate in commencement ceremonies and are not entitled to receive a diploma, transcripts, credentials or verification of education until balance is paid in full with guaranteed funds and is verified by the Director of Student Business Services. Any account with an outstanding balance will be subject to a 1.5 percent or minimum \$25 service charge, each month on the account, until paid in full.

Concordia University Chicago retains the right to drop a student's classes at any time in the event the student fails to meet payment deadlines. Any person with an outstanding balance shall not be entitled to receive a diploma, transcript, or credential certification until payment is made in full with certified funds and verified by the Director of Student Business Services.

Payments may be made by cash, money order, personal check or credit card. Students also may sign up for monthly tuition payments. To sign up for this service, please contact our Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com. All fees, whether paid by a person or organization, shall be paid in United States dollars.

Collection Policy

If an outstanding balance remains on the student account after a term has ended, the student is no longer an enrolled student. At this point, the student is considered to be a collection account. Any efforts to collect the unpaid balance to Concordia University Chicago that are made by a third-party source are the student's responsibility. Such costs include, but are not limited to, fees from the outside collection agencies, attorney fees, court costs, service charges, etc. This policy is governed by the laws of Illinois.

Tuition

Contact Concordia University Chicago for availability and pricing of all undergraduate programs. Payments must be made to the Concordia University Chicago Undergraduate Admission and Student Services by the published deadlines for payments. Failure to meet published deadlines may result in non-registration for that term/session or in future terms/sessions.

Course Audits

Registration for course audits should occur at or before final registration. Students may change from credit to audit, or audit to credit, up to and including the tenth day of classes in a semester by contacting the Office of the Registrar. Exams and papers

assigned to students taking the course for credit do not apply to audit students—all other expectations are the same. A grade of audit (AU) will be assigned at the completion of the course. Fees for audited courses are as follows:

- Courses taken as audit are inclusive of current tuition structure; fees are the same for credit or audit
- Students taking courses for audit, that have additional fees associated with that course, will be responsible for those fee charges
- Students taking more than one applied music course for credit or audit in a given semester will pay an applied music fee for each course taken
- Undergraduate students are not allowed to take regular undergraduate courses as audit, with the exception of music courses

Applied Music Tuition

Applied music lessons include piano, organ, harpsichord, voice, band instruments, orchestral instruments, composition and/or improvisation. The University does not provide the use of an instrument for such lessons; however, a limited number of instruments are available. The applied music tuition is charged to any student taking music lessons (MUSA courses) for either credit or audit. These courses are available for one-half credit (summer only) or for one full credit. Thirteen half-hour lessons per semester equal one hour of credit. Students wishing to audit music lessons must indicate their desire to audit at the time of registration. Lessons in composition are available only for credit. Students pay the tuition rate for credit, plus an applied music fee.

Any student who takes lessons for audit (no credit) pays the current tuition rate, plus the full-applied music fee. The tuition refund policy also applies to applied music tuition. Students are responsible to make contact with their applied music teacher within the first week of the semester.

Applied Music Fee

The applied music fee is charged to any student taking lessons as stated above. It is a flat fee of \$240 per registration during the academic year. The fee for 50 credit hour in summer term is \$120.

Course Add/Drop Policy

Courses can be added to a student schedule any time during the first five days of the semester with the permission of the Registrar and the instructor. Time limits for the addition of courses are reduced proportionately in any semester where the structure of the class is changed such as summer session or eight-week classes.

Dropping courses may result in a refund of tuition. If a credit balance is reflected on the student's tuition account, a refund may be requested. In order to receive a refund, students must fill out a Student Refund Form, please contact our Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com.

Refund Dates

- Lab fees are refundable at 100 percent when the course is dropped within the 100 percent refund period.
 - If a course is dropped during any other refund period, none of the lab fee is refundable.
- Special Note: For traditional on-campus students, lab fees are refundable at 100 percent when the course is dropped within the 100 percent refund period. If a course is dropped during any other refund period, none of the lab fee is refundable.

15-Week Courses (fall and spring semesters)

100% Refund through the end of the first week of class

75% Refund through the second week of class

50% Refund through the third week of class

25% Refund through the fourth week of class

No refund after the fourth week of class

8-Week Courses (first or second half of term)

100% Refund through the end of the first week of class

50% Refund through the end of the second week of class

No refund after the second week of class

Please contact our Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com to find out more about the refund policy and the exact dates of refund for the semesters in progress. Be advised that this policy may be altered at any time.

Failure to drop classes will result in no refund and a grade of "F" on the student's transcript.

NOTE:

Failure to attend class does not constitute an automatic withdrawal from the class. Students MUST drop courses with documentation through the Registrar's Office before any refund will be issued.

Withdrawal from the University

Outstanding balances are due and payable in full upon withdrawing from Concordia University Chicago.

Withdrawals and Appeals for Tuition and Fees

Communication: Students applying for the undergraduate program sign a registration form acknowledging that they will be registered and charged for courses in the specified term and assigned to a cohort after which a bill is mailed to the permanent home address. Payment reminders are emailed to the Concordia email address assigned to each student. Students that are out of compliance with the payment schedule receive email notices in regards to their account status and are service charged according to university policy. After the term has ended and a student account still has an outstanding balance on the account, a process begins of in-house collection. With this process, the student will receive three (3) written notices in regards to action being taken. After the final collection notice is mailed, the student has 10 days to respond. If no response is received, the students account will be placed with a third party for collections.

Withdrawals: The student may withdraw from a course at any time during the semester in which the course is offered. A withdrawal from registered courses for a semester must be submitted in written form and submitted to the Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com. The request for withdrawal must be within the specified dates on the refund policy for the semester.

This will provide you with the set dates and percentages of refund available at the time of the withdrawal for the semester. Not attending classes does not constitute a withdrawal.

The student has the right to appeal the charges, fees and grades. All appeals are to be directed to the Undergraduate Admission and Student Services at admissions@concordiagloblauniversity.com.

Your appeal must provide information that a decision can be based on granting or denying the appeal. If you have any supporting documentation that would assist in your appeal, please provide that information to the Undergraduate Admission and Student Services as well. Each appeal is reviewed on an individual basis.

The maximum discount that would be given on an appeal after the semester the student was registered for will be 67 percent unless it can be shown that the charge was erroneous. This means that the student will be responsible for 33 percent of the tuition and 100 percent of all fees incurred. If there is cause to believe institutional error is the reason for the appeal, the student must provide supporting documentation of proof. This would include a copy and confirmation of a faxed drop form, emails, etc. Please be advised there is no guarantee your appeal will be granted. Appeals will NOT be accepted after a time period of one (1) year from the initial semester of registration of the student unless it can be shown that the charge was due to institutional error.

Room and Board Fees

No food preparation is permitted in residence halls. All students living in University housing are required to pay both room and board fees. Annual fee: \$8664.

Technology Fee for All Programs

\$10 per credit hour (not to exceed \$132)

Field Trip and Lab Fees

Additional charges may be assessed for all students enrolled in courses requiring field trips. Such field trips must be indicated in the course descriptions. Students enrolled in certain courses also may be assessed additional laboratory fees. Such laboratory fees are included in the course descriptions.

Parking Permit, Motorized Vehicles

All students operating motorized vehicles while attending Concordia-Chicago must register their vehicles. There is no charge for this registration. If vehicles will be parking overnight, a Vehicle Overnight Fee of \$500 per year or \$250 per semester will be assessed. This fee is not charged to commuter students or those who will not be parking vehicles on campus overnight. A parking permit is required for all student vehicles. Please see the Comprehensive Campus Traffic and Parking Policy and Procedures for all parking regulations on and adjacent to the campus. Parking on or around the campus is at your own risk. Violations of these policies will result in parking fines as defined in the regulations. On-street parking around the campus is strongly discouraged and is subject to the parking regulations and penalties issued by the Village of River Forest.

Student Health and Accident Insurance

This insurance is available to full- and part-time students and is refundable per terms of the existing contract with the carrier. Rates are subject to review by carrier; all coverage terminates as stated in the policy. Fees and details are available in Student Services on the second floor of Krauss Hall.

Campus Housing

A full refund is awarded on housing for the semester or sessions not attended. A 50 percent refund for the semester is made if the student moves off campus by the end of the first week of classes; no refunds for the semester thereafter. Refunds for students withdrawing from the University will be based on the federal policy as previously stated. Rates are normal room occupancy of two and three persons. Single room accommodations, if space is available, may be requested for an additional fee of half the cost of the room per semester. Single rooms are available only to those students with senior or undergraduate status.

Residence Life

Room Reservation Deposit: \$200 new students only; \$50 returning students.

A deposit for a room reservation is required of all students applying for residence in University housing for fall or spring semesters. This deposit will be applied to the regular room fee and is to be made by July 1 for fall semester and by November 1 for the spring semester. The demands of several University programs for housing may cause the cancellation of any housing reservation not confirmed with this deposit. Refund of the room reservation deposit can be made only if the Director of Residence Life is notified in writing of room cancellation prior to August 1 of the year of enrollment or re-enrollment or by December 1 if entering in the spring semester. The Office of Residence Life reserves the right to rescind a private room when space is needed.

Residence Hall Damages

Residence hall damages are assessed when, after a student has removed all his/her belongings from the room, checked out properly with the residence hall staff and returned the key, the room condition form indicates any damages to areas such as the residence hall room, floor, hall or furnishings. After this assessment, the student's tuition account will be billed for these damages to the residence hall.

Food Service

Specific information regarding meal plans (both resident and commuter) can be found at CUChicagodining.com.

Other Fees

Identification Card Replacement: \$30 each request.

The identification cards issued remain the property of Concordia University Chicago and are subject to return to the University upon termination, change of status or completion of the term.

Graduation Fee: \$120 Required of all students receiving a degree or a Certificate of Advanced Studies. Graduation fees are assessed and payable one month prior to the graduation date. An additional cost for academic regalia is the responsibility of those students participating in the graduation ceremony.

The Honor Pledge

As a student of Concordia University Chicago and a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

I understand that Concordia University's official policies and procedures mentioned above in the Terms and Conditions. I understand and agree that these policies and procedures may be revised during my enrollment at Concordia University. I agree that I am responsible for reviewing and abiding by these policies and procedures.

My signature on this application certifies that the information is, to the best of my knowledge, accurate, complete and my own. I understand that the falsification or withholding of any information in regard to this application may result in my being refused admission or a required withdrawal without refund or credit.

Signature of Applicant: _____ **Date:** _____

Please submit all documents to: Office of Undergraduate Admission and Student Services
E: admissions@concordiaglobaluniversity.com
T: +1 872 588 8409