

Try out College • Get a Head Start • And Best of All...**SAVE MONEY**

Can I be a CAP Student?

- Am I a high school junior or senior?
- Do I have a cumulative GPA of 2.5 or higher?
- Do I meet prerequisites for the course I want to take? Visit USI.edu/cap/prereqs to check.

If you answered yes to these questions and are willing to make the academic and financial commitment to college coursework, follow the steps listed below.

STEPS TO ENROLL IN USI'S CAP

1. RESEARCH WHICH COURSES WILL BENEFIT YOU

To learn how courses will fit into your major at USI or another institution, visit USI.edu/cap/advising or look inside for USI advisors.

2. APPLY TO CAP

One time only!

Create an account and complete a CAP application at USI.edu/cap/apply.
If you've ever completed a CAP course, you do not need to reapply.

3. REQUEST YOUR CAP COURSES ON THE PERMISSION FORM INSIDE; TURN IN BY THE DEADLINE

You must complete all steps by the deadline to be eligible for USI dual credit.
If you've been a CAP student before, you must still complete this step.

Fall enrollment ends Friday, August 27

Spring enrollment ends Friday, January 21

4. PAY BILL AND READ EMAILS

Bills for fall courses will be mailed home with full payment due October 25.

Bills for spring courses will be mailed home with full payment due March 25.

Billing details will be available through myUSI on or after the 10th of each month.
Check your personal email for updates from CAP!



Text @USICAP to 81010 to receive text updates.

812-228-5022 • cap@usi.edu • USI.edu/cap

USI CAP STUDENT PERMISSION FORM

GPA of 2.5/4.0 is REQUIRED!

For CAP Office Use Only	
Banner ID	_____
Free/Reduced Lunch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
USI Approval	_____

Smith John Michael South HS / So IN CTC
Student Last Name First Name Middle Name Home High School

USI Course (example: ENG 101, MATH 111, SPAN 204)	CAP Instructor Name	Total Cost (Total cost of each course provided in brochure)
ENG 101	A. Jones	\$ 75
HP 211	B. Jones	\$ 75

COST OF CAP COURSES:

CAP courses are either \$80 per credit hour or \$25 per credit hour. Courses range from 1 to 4 credit hours, which means the cost of one course can be anywhere from \$25 to \$320. Abbreviated course details and total cost of each course are included in this brochure. Full descriptions are available at bulletin.usi.edu.

Students eligible for the National School Lunch Program this academic year, if verified by the school district/corporation, will not be charged CAP tuition. Families who receive approval after September 1 must relay that information to the CAP Office as quickly as possible.

PARENTS/GUARDIANS AND STUDENTS

I grant permission for the University of Southern Indiana to report my academic and billing progress to my high school and for my high school to release any relevant educational records to USI as may be required to provide me with services under CAP. This is including, but not limited to, transcripts. I give permission for my school district/corporation to share information with CAP about my eligibility for the free/reduced lunch program. I am aware of the University Alcohol and Other Drug (AOD) Policies, Annual Security Report and other information published in the current Schedule of Classes. Any violations in University policy may be reported to the University's Dean of Students Office and will be referred for follow up as appropriate.

I authorize the College Achievement Program to obtain information pertaining to my academic record at USI. I acknowledge I am starting a college transcript.

FINANCIAL RESPONSIBILITY:

My parent/guardian and I understand that I will be billed for the CAP courses selected and that a bill will be both mailed to my home address and sent to my USI email account. My parent/guardian and I understand and agree that when I register for any class at the University of Southern Indiana or receive any service from the University of Southern Indiana, we accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. My parent/guardian and I understand and agree that if I fail to pay my student account bill or any monies due and owing the University of Southern Indiana by the scheduled due date, the University of Southern Indiana will place a financial hold on my student account, preventing me from registering for future classes or requesting transcripts. My parent/guardian and I understand and agree that if I fail to pay my student account bill or any monies due and owing the University of Southern Indiana by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, the University of Southern Indiana may refer my delinquent account to a collection agency. My parent/guardian and I further understand and agree that if the University of Southern Indiana refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 30% of the amount outstanding. My parent/guardian and I understand and agree that my delinquent account may be reported to one or more of the national credit bureaus. Finally, my parent/guardian and I understand and agree that non-payment of fees does not constitute withdrawal from courses, and we understand that withdrawing from the high school course does not excuse CAP tuition.

8-15-21 f Smith 8-15-21 P. Smith
Date Student Signature Date Signature of Financially Responsible Parent/Guardian
Parent Smith
Printed Name of Above Parent/Guardian

AUTHORIZATION TO DISCLOSE GRADES, ACADEMIC PROGRESS AND BILLING DETAILS OF A CAP STUDENT (OPTIONAL)

Requested by (Student): Smith John
Last name First name

Release To Parent/Guardian 1: Smith Parent parent same
Last name First name Relationship to student Address

Release To Parent/Guardian 2: _____
Last name First name Relationship to student Address

In compliance with the *Family Educational Rights and Privacy Act of 1974*, the University of Southern Indiana does not release grade, academic progress or billing information without student consent. This information is considered confidential. Therefore, if you wish to allow your CAP instructor to discuss your CAP grade or CAP academic progress with your parents or other designee, or if you wish to allow USI employees to discuss your billing with your parents or other designee, you must sign this form.

I authorize my CAP instructor to discuss my CAP grade and/or CAP academic progress with the person(s) indicated above. I authorize USI employees to discuss my billing details with the person(s) indicated above. I understand this consent will remain in effect through the end of the term the course began or until rescinded by myself in writing to the CAP Office (cap@usi.edu).

8-15-21 f Smith
Date Student Signature

Did you sign everything?