



99 Farm Road • Bangor, ME 04401 • T 207.947.4591 • 1.800.660.7351 • F 207.947.0208 • [www.bealcollege.edu](http://www.bealcollege.edu)

# APPLICATION FOR ADMISSION

## Admissions Policy

*Beal College has a rolling admissions policy which means that a candidate will be considered for acceptance as soon as his or her admissions file is complete.*

### How to Apply

1. Applicants must submit the following to the Beal College Admissions Office:

- a. A **completed application**.
- b. A **non-refundable \$25.00 APPLICATION FEE**. Make check or money order payable to: BEAL COLLEGE. **Applications received without the application fee will not be processed.**

*All candidates must submit a final official high school transcript (sent directly from the high school) showing graduation date, official passing GED scores, or a signed self-certification of high school graduation or passing GED.*

- c. **Official high school transcript.** You must make arrangements for the transcript to be sent directly to the Beal College Admissions Office from the high school. **Transcripts carried or sent by students will not be considered official.** Contact your high school guidance office.
  - d. **GED test results** (for non-high school graduates only). You must make arrangements for the test scores to be sent directly to the Beal College Admissions Office from the Department of Education in the state issuing the GED. Call (207) 624-6752 to reach the State of Maine Department of Education.
  - e. **Self-Certification.** A signed Self-Certification of high school graduation or passing GED may be acceptable in lieu of official transcripts or GED test results. Forms are available from the Admissions Office.
  - f. **Transfer students.** Please submit all official college transcripts from other institutions if you plan to apply as a transfer student. You must make arrangements for the transcript(s) to be sent directly to Beal College, Attention Registrar, from the college or university. **Transcripts carried or sent by students will not be considered official.**
  - g. **Immunizations.** All degree-or-diploma-seeking students born after December 31, 1956 must provide proof of two doses of immunization against measles, mumps and rubella—administered after 1968 and after the first birthday—and against tetanus and diphtheria administered within the last 10 years. Official documentation must include immunizing agent, dosage, date on which immunization was administered and the signature of the administering medical official or laboratory slip showing positive immunity through titer (blood work) testing. In certain cases where immunization is medical inadvisable, a written statement from the student's health provider may exempt a student from receiving immunizations. In addition, in cases of sincere religious belief or for moral, philosophical or other personal reasons, a student may submit a statement in writing of their opposition to immunization.
  - h. **Student Health Profile.** Candidates for the Medical Assisting program must submit a completed Student Health Profile form and documentation of Tuberculosis testing. Forms are available from the Admissions Office.
2. Please submit all materials to: **Office of Admissions, Beal College, 99 Farm Road, Bangor, Maine 04401**
3. **College Visits.** Beal College welcomes and encourages prospective students to visit the campus. Beal College requires applicants to schedule an admissions visit prior to registering for classes.
4. Financial Aid appointments are encouraged for all applicants and can be scheduled through the Admissions Office.

# APPLICATION FOR ADMISSION

A. Print Legal Name in Full

NAME: \_\_\_\_\_  
*Last First MI All Previous/Maiden Name(s)*

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE OF ISSUE: \_\_\_\_\_

GENDER:  MALE  FEMALE EMAIL: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

ARE YOU A US CITIZEN?  YES  NO IF NO, ALIEN REGISTRATION #: \_\_\_\_\_

RACE/ETHNICITY (*Optional – Requested by the Department of Education for Reporting Purposes*)

Non-resident alien  Race and ethnicity unknown  Hispanic of any race

**For non-Hispanics only:**

American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian or Other Pacific Islander  White  Two or more races

B. PROGRAM OF STUDY – Please do not check more than one box.

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting  | <input type="checkbox"/> Executive Assistant                         |
| <input type="checkbox"/> Administrative Management   | <input type="checkbox"/> Health Information Technology – <b>NEW!</b> |
| <input type="checkbox"/> Business Management   | <input type="checkbox"/> Medical Administrative Specialist           |
| <input type="checkbox"/> Criminal Justice – Conservation Law Enforcement                               | <input type="checkbox"/> Medical Assisting                           |
| <input type="checkbox"/> Criminal Justice – Law Enforcement  | <input type="checkbox"/> Social/Human Services Assisting             |
| <input type="checkbox"/> Early Childhood Education   | <input type="checkbox"/> Substance Abuse Counseling – <b>NEW!</b>    |
| <input type="checkbox"/> Not entering a degree program   |  |
| <input type="checkbox"/> Accounting/Business Double Major  | <input type="checkbox"/> Criminal Justice Double Major               |
| <input type="checkbox"/> Substance Abuse Counseling/Social & Human Services Double Major – <b>NEW!</b> |  |

C. Have you ever taken classes at Beal College?  Yes  No

Is this your first time applying to Beal College?  Yes  No

Are you the first person in your immediate family to attend college?  Yes  No

- D. I will be attending school:  Full Time (2+ courses per 8 week MOD)  
 Part Time (1 course per 8 week MOD)
- E. I can take classes during:  Day Only  Evening Only  Both/No Preference
- F. My intended MOD of enrollment:  MOD 1 (September)  MOD 2 (November)  
 MOD 3 (January)  MOD 4 (March)  
 MOD 5 (May)  MOD 6 (July)
- G. Intended year of enrollment:  2010  2011  2012

H. PREVIOUS EDUCATION

It is the responsibility of each applicant to request a copy of a final, official, high school or GED transcript to be sent directly to the Beal College Admissions Office. Transcripts carried or sent by a student will not be considered official.

Name and Address of HIGH SCHOOL: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ or year GED was Received: \_\_\_\_\_

If a **transfer student**, it is the responsibility of each applicant to request a copy of a final, official, college transcript to be sent directly to Beal College, **Attention Registrar**, for transfer credit analysis. Transcripts carried or sent by a student will not be considered official.

COLLEGE OR UNIVERSITY	<i>Previously Attended</i>	<i>Dates Attended</i>	<i>Degree Earned</i>
_____			
_____			

- I. Are you applying for veterans' educational benefits?  Yes  No
- J. **Students with Special Needs.** Any student requesting special academic consideration or services in relation to a learning and/or physical impairment must complete a Request for Accommodations and provide written documentation from a qualified professional verifying the extent of the impairment prior to registering for classes. This written documentation must include the following:
  - a description of the impairment
  - the history of remedial actions taken to date
  - the qualified professional's recommendation to Beal College in handling the student's special needs.
Please contact the Director of Career Services for more information.
- K. **Proficiency Examinations.** Enrolled students exhibiting proficiency in certain courses offered at Beal College may request a proficiency examination; successful completion with a grade of 80% or better allows the student to bypass the course and receive the three credit hours associated with the course. The nonrefundable fee for the proficiency examination is \$100.00 and must be paid prior to taking the exam. Students wishing to take a proficiency exam may submit a written request to the instructor administering the exam. A proficiency exam may be taken only once and must be taken prior to beginning the course; once a student has attended a class, he or she may not take a proficiency exam. Failure to pass the proficiency examination will result in the student being required to take the course. Proficiency examinations may be taken in most courses. Additional information may be found in the current college catalog or by contacting the Student Affairs Office.
- L. **Re-entering Students.** Students wishing to re-enter Beal College after a period of absence of six or more consecutive MODs (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program from the catalog under which they are readmitted. Re-entering students are not required to pay the application fee again, as long as they can provide proof of prior payment if no proof exists in their student file. Please contact the Admissions Office for further information.

