

HENDRIX

Employee Enrollment: Non-Degree-Seeking Admission

A Hendrix College employee wishing to enroll in a class as a **non-degree-seeking** Special Student, whom the Office of Human Resources certifies as eligible, is not required to pay any tuition or fees. The procedure for enrollment is as follows:

- Gain permission from his or her supervisor to enroll in a class;
- Complete the Tuition Waiver/Tuition Exchange Program Form in the Office of Human Resources; and
- Complete an Employee Application for Admission (obtained through the Office of Human Resources) and submit the application to the Office of Admission.

Employee dependents who are spouses and are not seeking degrees are given Special Student status, as well. They do not pay application fees or deposits. They must contact the Office of Human Resources for the Tuition Waiver Form. However, the dependent must pay a deposit to the Business Office if there is any money owed (i.e. partial tuition waivers that do not cover the full amount).

Employee dependents apply for admission in the same manner as all other applicants. They are required to pay the application fee as well as the enrollment deposit. These are usually sons and daughters of employees who are seeking degrees. Many of them live on campus and pay room and board and other fees. The employee also must contact the Office of Human Resources in order for the dependent to receive a tuition waiver.

Employees and their dependents also have the option of auditing classes. Although they cannot receive course credits for classes audited, they still learn the material covered in those classes. The procedure for auditing a class is on a personal level; the employee or dependent must simply ask the professor of the particular class for permission.

Employees wishing to work towards completion of a degree at Hendrix must complete a full Application for Admission. Please contact Jennifer McKenzie in the Office of Admission at 450-3803 or mckenziej@hendrix.edu for further information.



HENDRIX

EMPLOYEE APPLICATION FOR ADMISSION NON DEGREE SEEKING

PLEASE COMPLETE THE FOLLOWING:

Name: _____ Male Female
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Cell Phone: _____ Home Phone: _____
 Birthdate: _____ E-mail: _____
 Social Security Number: _____ Highest Degree Received: _____
 Department: _____ Supervisor: _____
 Position: _____

Please list all previous colleges attended.

College	City/State	Dates Attended (mon.-yr./mon.-yr.)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Course(s) to be taken: _____

I give my permission for enrollment in a class: _____
Signature of Supervisor

NOTE: Employees wishing to work towards completion of a degree at Hendrix must apply for admission in the same manner as all other applicants by completing a full Application for Admission. Please contact Jennifer McKenzie in the Office of Admission at 450-3803 or mckenziej@hendrix.edu for further information.

Return application to:

OFFICE OF ADMISSION

1600 Washington Avenue • Conway, Arkansas 72032-3080
PHONE: 501-450-1362 or 800-277-9017 • FAX: 501-450-3843 • E-MAIL: adm@hendrix.edu • WEB: www.hendrix.edu