

**Important!**

To complete the admissions process, fax this packet to 602.308.6111 within 3 days of completing your application! Thank you!

# FAX

**To: Anastasia Jones****From:****Fax: 602-308-6111****Pages:****Phone: 602-429-1122****Date:****Student Name:** \_\_\_\_\_**Student IRN #:** \_\_\_\_\_**# of Universities Listed on Application:** \_\_\_\_\_**# of Transcript Request Forms Attached:** \_\_\_\_\_

**Complete one Transcript Request form for each school attended, including UOPX.**

**Do you have fewer than 17 college credits?**  YES NO**If yes, please attach High School or GED Transcript Request Form:** \_\_\_\_\_**Employee Memo of Understanding – Initialed and signed** \_\_\_\_\_**Total # of Pages** \_\_\_\_\_

Office of Student Records  
Apollo Employee Memorandum of Understanding

Student Name \_\_\_\_\_

Last four digits of SSN \_\_\_\_\_

**For admission consideration, both pages of this signed document must be submitted with your application package, which includes the following forms that are completed online:**

- ✓ WIU Application for Admission (includes the Enrollment Agreement and Student Financial Agreement)
- ✓ Tuition Waiver Application (completed through MyHR)

**Please read and initial each statement below, sign and date both pages of the form, and return to the Apollo Employee Education Services Advisor.**

**I understand and agree to the following regarding my enrollment at Western International University:**

- \_\_\_\_\_ A. I am responsible for upholding the reputation of Apollo Group, Inc. and Western International University as demonstrated by my behavior both in the classroom and with all interaction with my fellow employees. I understand WIU reserves the right to refuse service based on inappropriate behavior, outstanding financial obligations, and/or excessive withdrawals from classes.
- \_\_\_\_\_ B. I accept responsibility for researching related costs prior to taking each course or before beginning a course of study, including independent study fees and any other fees due per the WIU Catalog.
- \_\_\_\_\_ C. I understand that I cannot view or alter my own account or the account or schedule of my spouse/dependent in any Apollo Group, Inc. system.
- \_\_\_\_\_ D. I will not utilize for course requirement purposes or otherwise share any confidential information to which I have access as an employee of Apollo Group, Inc.
- \_\_\_\_\_ E. I understand that I am responsible for all the same policies, processes, and degree requirements as all students attending Western International University, regardless of my employment status.
- \_\_\_\_\_ F. I understand that any question I may have regarding my education at Western International University will be directed to the staff of WIU, regardless of where I am employed. I understand that different campuses/schools within Apollo Group, Inc. may have different policies.
- \_\_\_\_\_ G. I understand that if I choose to use Title IV funding, I will adhere to all Title IV policies, my files will not receive special treatment, and all disbursement checks will be mailed.
- \_\_\_\_\_ H. Failure by an employee to immediately repay any balance might result in the withholding of payment from the employee's wages or other income as agreed to by the employee in the Apollo Tuition Waiver form. (See HR Policy on Education Tuition Program on MyHR). Employee accounts (including spouses/dependents) will be transferred to collections for any past due balance over \$25.00.
- \_\_\_\_\_ I. I understand the Apollo Tuition Waiver will not cover repeated courses. Tuition for any repeated course will be my responsibility to pay. This includes courses with a letter grade (A – F).
- \_\_\_\_\_ J. I understand that I am allowed two (2) W (withdrawal) grades for every eight (8) courses and that for any additional withdrawals above that amount, I am responsible for paying the cost, per the institutional refund policy.
- \_\_\_\_\_ K. I understand that WIU reserves the right to remove me from a course based on classroom availability, to transfer me to a newer section of a course, cancel any course based on classroom capacity, or limit the number of courses I may take simultaneously.
- \_\_\_\_\_ L. I understand that my Tuition Waiver must be submitted for WIU and approved by HR and my manager prior to the start of class. If my Tuition Waiver is not approved prior to the start of class, I understand that I will be responsible for the full tuition for the class.
- \_\_\_\_\_ M. I understand that my Tuition Waiver cannot be combined with any other offer and that employees of Apollo Group Inc., and its subsidiaries as well as their spouses, children, or domestic partners are ineligible for any and all promotions.

**My signature below verifies that I have read and agree to abide by the guidelines and information put forth in this document, as well as the HR Policy on Education Tuition Program on MyHR. I further agree to abide by all directives and policies required of all Western International University students as set forth in the WIU Catalog. I understand that failure to do so may result in sanction under the WIU Student Code of Conduct and/or disciplinary action through Apollo Human Resources.**

\_\_\_\_\_  
Apollo Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (if student is not the Apollo Employee)

\_\_\_\_\_  
Date

One of the benefits and privileges of working for the Apollo Group is company-paid/discounted tuition at Western International University. This is provided because we value our employees and your professional and personal development.

When employees take advantage of this privilege, they continue to represent Apollo Group, and therefore have certain responsibilities as role models. As an employee, we expect you to be courteous, task-focused, and able to present your best face at all times. As a representative of Apollo Group, we expect your conduct to be exemplary—model students who proactively help your classmates and instructor create a positive, collaborative, enjoyable learning environment. In other words, we expect the same of you in the classroom as we expect from you on the job.

It is essential that each participating employee, spouse, or dependent abide by the conditions of participation outlined in the Employee Code of Responsibility. Additionally, we would like to emphasize the following expectations:

1. Participating employees must not ask for or expect any preferential treatment toward themselves or their spouses in relation to program requirements, including but not limited to requesting rush services of any sort on your or your spouse's/dependent's behalf, attendance, grading, participation in directed studies, or satisfaction of incomplete grades. Employees/spouses/dependents are also subject to the same policies as all other students with regard to scheduling, exemptions, transfer credits, and assessed credits.
2. If employee/spouse/dependent students require customer service or record updates, they are to go through the Apollo employee graduation team members only. The employee graduation team is responsible for employee/spouse/dependent student accounts. This includes accessing information in all student administration systems and all paperwork associated with these records. Asking a colleague to process any paperwork or updating one's own or spouse's or dependent's student account is not permitted. Employee/spouse/dependent students should not go through Apollo or WIU Technical Support directly for systems issues regarding their student records (outside of classroom setup or posting issues) or through university administration departments for service issues as a means to bypass the responsible team regarding your record.
3. **Under no circumstances is an employee student allowed to access his or her own records, or those of his or her spouse/dependent.** Because we are employed by Apollo Group, we must hold ourselves to a higher standard and avoid even the appearance of receiving preferential treatment. Apollo employees, spouses, and dependent students are expected to fully abide by their respective code of student conduct. Our employees are under special obligation to not be disruptive influences in the classroom and to be sure that their part in the academic discourse is civil and respectful.

**Employees or their spouses or dependents whose behaviors are not consistent with these expectations will no longer be eligible to receive tuition benefits. Following these procedures will help us maintain the highest ethical standards and minimize any perception of wrongdoing.**

**By signing this form, I certify that I have read and understood the information provided.**

\_\_\_\_\_  
Apollo Employee Printed Name

\_\_\_\_\_  
IRN or Student ID

\_\_\_\_\_  
Apollo Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name (if student is not the Apollo Employee)

\_\_\_\_\_  
IRN or Student ID

\_\_\_\_\_  
Student Signature (if student is not the Apollo Employee)

\_\_\_\_\_  
Date



# Transcript Request Form

WIU ID# \_\_\_\_\_

Please **fax\*** one official transcript to Western International University.

**Fax: 602-759-3988**

Alternately, official transcripts may be mailed to the address above.

\*Western International University will accept faxed transcripts as official when sent directly from the issuing institution with one of the following: • Coversheet on institution letterhead • Signature or stamp/seal from the Registrar's office • Verbiage indicating that faxed transcripts are official. Faxes without one of the above features or received by any other means than through the fax number above will be considered unofficial. □

Sections designated with ► are required. Please print legibly in black ink and press firmly.

<b>Name</b>	►		
<b>Previous Name(s)</b>	►		
<b>SSN</b>	►	<b>Date of Birth</b>	►
<b>Address</b>	<b>Street</b> ►		
	<b>City</b> ►	<b>State</b> ►	<b>Zip</b> ►
<b>Email</b>			<b>Phone</b>
<b>Signature</b>	<i>I authorize the institution listed below to release my transcript to Western International University via fax or mail.</i>		
	►	<b>Date</b> ►	

<b>Institution Name</b>	►	<b>Campus</b>	
<b>Dates of Attendance</b>	►	/	►
	Month or Term / Year		TO ►
<b>Approximate Credits</b>	►	<b>Degree Earned</b>	
			<b>Graduation Date</b>
<b>Institution Address</b>	<b>Street</b> ►		
	<b>City</b> ►	<b>State</b> ►	<b>Zip</b>

Western International University has the ability to send and prefers to receive transcripts electronically. Our school participates with eSCRIP-SAFE™, the new global electronic transcript network delivery service. This network enables us to securely send electronic transcripts (.pdf format) to other schools that are network members and those who are not. You can learn more about this electronic transcript network by visiting the SCRIP-SAFE web site at [www.scrip-safe.com](http://www.scrip-safe.com) and selecting the "Send Transcripts" link.