604 West Ave. N.
Sioux Falls, SD 57104
(800) 537-2625 (605) 336-2775
www.stewartschool.edu
lowhatyoulove@stewartschool.com

Application for Enrollment

Class Start Date _____ 20_____

Personal Information

_____

Name: First Middle Last

_____

Street Address City, State & Zip Code

_____ _____

Home Telephone and Cell Email Address

_____ _____

Birth Date Social Security Number

Education Information

High School Diploma/GED Date : _____

High School (Name, City & State): _____

Attended College: YES / NO

If yes, name college: _____ Did you receive Federal Financial Aid? YES / NO

If you are married we only need your spouse's contact information.

_____ _____

Mother (Legal Guardian)/Wife (circle one) Father (Legal Guardian)/Husband (circle one)

_____ _____

Address Address

_____ _____

City, State & Zip Code City, State & Zip Code

_____ _____

Telephone and Cell Number Telephone and Cell Number

_____ _____

Employer Employer

_____ _____

Email Email

How did you hear about Stewart School?

Why did you choose to enroll at Stewart School?

Have you been convicted of a felony or crime other than a minor traffic violation (if so please explain)?

How do you plan to pay Stewart School total program cost?
_____ Cash/Check
_____ Financial Aid

The school reserves the rights to confirm any information submitted, complete a background/credit check, record the admissions interview, and deny or terminate any applicant giving false information.

I UNDERSTAND THAT THE APPLICATION FEE ($50) MUST ACCOMPANY THIS ENROLLMENT APPLICATION AND THAT THE FEE IS NONREFUNDABLE*.

I HAVE GIVEN CORRECT AND TRUTHFUL INFORMATION ON THIS FORM AND THROUGHOUT THE APPLICATION PROCESS.

_____ _____
Applicant Signature **Date**

_____ _____
Guardian Signature **Date**
This is required only if applicant is under the age of 18.

All provided information is confidential and used only for enrollment purposes and job placement/federal loan repayment efforts (if applicable).

II Admissions Requirements/Procedures
A prospective student must:

- ∞ Participate in a campus visit and successfully complete a formal pre-admissions interview.
- ∞ Complete and submit, preferably no later than 60 days prior to class start, the Stewart School Enrollment Application with the required $50.00 application fee.*
- ∞ Submit a copy of high school diploma. General equivalency diploma (GED) applicants may qualify for enrollment by submitting test score/completion certificate and meeting below requirements**.
- ∞ Submit a copy of a certified birth certificate (copy of valid, government issued ID is acceptable if birth certificate cannot be acquired).
- ∞ Submit two recent photos of yourself.
- ∞ Evidence a 2.0 grade point average by submission of high school and/or college transcript(s)**.
- ∞ After receiving acceptance notification, submit $100.00 registration fee no later than 30 days prior to class start. This fee is unrelated to cost of attendance*.

*Application/registration fees submitted after deadline may be considered if class size allows and all other requirements are met. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement (signed on the first day of class) and making an initial payment, but before ten days of enrollment (two week trial period) have elapsed, is entitled to a refund of all monies paid minus $50 application fee and $100 registration fee. Refunds will be made within 45 days. Students attending after the second week of class, the Minimum Cancellation and Settlement Policy (page 20 in student handbook) will apply.

**GED applicants and applicants who do not meet the GPA criterion, but who meet all other requirements/procedures, may be considered for enrollment if additional conditions are met. To apply for the policy waiver, the applicant must:

- ∞ Request the waiver in writing citing circumstances or hardship.
- ∞ Submit two letters of recommendation from individuals to evidence the applicant's ability to meet the training goals and succeed in the program. These letters must be from professionals or employers who can attest to the applicant's aptitude and reliability. The recommendation letters may NOT be from a relative of the applicant.
- ∞ Pass an SLE placement exam with a score of 16 or higher.

The school reserves the right to confirm any information submitted or complete a background check on any applicant. We reserve the right to deny or terminate any student giving false information.

After the above is completed, Stewart School will send a formal notice of acceptance or rejection. Any applicant who is not accepted by the school is entitled to a refund of all money received by Stewart School.