

## 2024-2025 College in High School Application/Registration Process

To register for any of the College in High School opportunities, you will need do the following by the associated deadline:

**Step 1: Complete the 2024-25 College in High School Application** at <https://francis.tfaforms.net/217843> with your parent/guardian. On this form, you will be asked to:

- Provide student information (name, address, email, etc...)
- Select the course(s) that you would like to enroll
- Sign the University acknowledgements/disclosures
- Provide parental consent

**Step 2: Submit payment for the tuition cost.** Upon submission of the 2024-25 College in High School Application, you will be asked to submit payment for the total tuition cost through the PayPal Payment system. You do not need a PayPal account to make this payment, you can submit the payment as a guest. You **will not** be registered in the course(s) until the payment is received.

Upon receipt of your completed application/registration, Saint Francis University will process the application and register you for the appropriate course(s). You will receive a confirmation email welcoming you to the College in High School program within **2 business days**.

For more information on the College in High School program at Saint Francis University including offerings and university policies please refer to the College in High School website at <https://www.francis.edu/College-in-High-School>.

Please reach out to Mrs. Leslie Himes, College in High School Coordinator, at (814) 472-3495 or [lhimes@francis.edu](mailto:lhimes@francis.edu) with any questions or concerns.

2024-2025 Deadlines			
Offering	Application Deadline	Drop Deadline (Refundable)	Withdraw Deadline (Non-Refundable)
<b><u>Dual Credit:</u></b> Full Year Course	10/14/2024	10/27/2024	11/10/2024
<b><u>Dual Credit:</u></b> First Half	10/14/2024	10/27/2024	11/10/2024
<b><u>Dual Credit:</u></b> Second Half	03/03/2025	03/16/2025	03/28/2025