

**Tri-State Institute of Pharmaceutical Sciences (TIPS)
APPLICATION FORM**

Last Name	First Name	Middle/Maiden Name
Street Address	City, State	Zip Code
Home Phone	Work Phone	Cell Phone
E-Mail Address	DOB	SSN

Ethnicity: *(for federal reporting purposes only)*

- American Indian or Alaskan Native
- Asian or Pacific Islander - Japanese, Chinese, Korean, Indian Subcontinent
- African - American
- Hispanic - Mexican, Puerto Rican, Cuban, Central or South American origin
- White (Non-Hispanic) - European, North African or Middle Eastern origin

Citizen Status:

- U.S. Citizen (01)
- Permanent Resident with Alien Card (Please enclose copy of both sides of card) (02)
- Refugee (03)
- Non-Immigrant/Other Visa Type (04) (Additional materials may be needed)

(Specify Visa Type) _____ Country of Citizenship: _____

Emergency Contact:

Name _____ Relationship _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

ADMISSIONS POLICY AND PROCEDURE

General Admission Policy: TIPS accepts application for the Associate in Applied Science in Pharmacy Technology degree from students who have obtained a high school diploma or a GED.

Admission Procedures:

The following items are to be submitted with the application:

- TIPS Application Form (this form)
- Application Fee (\$50, non-refundable) Make checks payable to TIPS and include the name of the applicant
- High School transcript and/or GED scores
- Standardized placement test scores, if available
- If born after January 1, 1957, first-time applicants who plan to be full-time students must submit proof of immunization for rubella and measles.

CERTIFICATION: I hereby affirm that the information provided above is legally true and correct. I understand that giving false information may make me ineligible for admission to TIPS or subject to dismissal.

Signature: _____ Date: _____

PLEASE SUBMIT APPLICATION TO: TIPS Admissions, 1057 Sixth Avenue, Huntington, WV 25701

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call Tri-State Institute of Pharmaceutical Sciences at (304) ***-*** or the Department of Education at (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

If you have any questions, please contact: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920