

Before completing this application, review the eligibility requirements, policies, and application procedures (see p. 2).

Name _____ Northland College ID# 90- _____

Telephone #: _____ Northland Campus Box # _____

Round River Program(s) in which you hope to participate: _____

Year and semester when you hope to participate: _____

Class standing during the semester in which you hope to participate: ___ SO ___ JR ___ SR

Academic Advisor Approval

Academic Advisors:

The student identified above hopes to participate in a program developed by Round River Conservation Studies. Details about these programs and the courses associated with them may be found on the Round River website (<http://www.roundriver.org/>). Additional questions about these programs may be directed to the Northland College Round River Program Advisor, Sarah Johnson at x1550.

Prior to approving a student's participation in Round River, the College asks that the student meet with an academic advisor to discuss how a Round River program will contribute to their academic goals and how the Round River courses will be integrated into their academic completion plan.

By signing below, you are verifying that the student named above has met with you and that you have discussed the items described above.

Academic Advisor Signature _____ Date _____

Eligibility Verification & Financial Consultations

Student Applicant: After securing the approval & signature of your academic advisor, visit each of the offices below to verify your eligibility and to receive financial consulting relevant to your participation in a Round River program. Be sure to have a representative of each office sign below after meeting them.

Verifications & Routing

Registrar's Office _____ Date _____

Financial Aid Office _____ Date _____

Student Financial Services Office _____ Date _____

Final Approval

Student Applicant: Return this completed form to the Northland Round River Program Advisor for final approval.

Northland Round River Program Advisor _____ Date _____

Registrar, Financial Aid, & Student Financial Services Office e-mailed copies of completed application on _____

Northland College Eligibility Requirements, Policies, and Application Procedures for Round River Conservation Studies

Eligibility Requirements

To participate in a Round River Conservation Studies program, students must have:

- 1) sophomore, junior, or senior standing during the term(s) in which they participate in the Round River program;
- 2) earned "Good" academic standing in the semester prior to their participation in the Round River program;
- 3) no incomplete grades from terms prior to their participation in the Round River program;
- 4) no academic or financial holds on their student account.

Policies

The following policies govern the Northland College partnership with Round River:

- 1) Participation in Round River programs is open to students studying in any academic area;
- 2) Students are responsible for paying tuition and fees for Round River Programs directly to Round River;
- 3) If eligible students wish to apply federal or state financial aid to the costs of their Round River program and to earn academic credit for their program, they must a) complete Northland's "Round River Conservation Studies Application to Participate" form; b) pay Northland an off-campus credit fee of \$70 per credit; c) complete a "Student Account Refund Form," and d) complete and submit the "Round River Special Program Registration Form" prior to beginning the off-campus program [Note: Students are not eligible to apply Northland College scholarships, grants, or aid awards to the cost of Round River programs, with the exception of grants made through the McLean International Travel Fund].
- 4) Students planning to participate in a Round River program assume responsibility for completion of required paperwork with Round river and for notifying the Northland College Registrar's Office of final enrollment plans;
- 5) It is the student's responsibility to immediately notify the Northland College Registrar's Office if any changes are made to their schedule once the Round River program begins. If a student withdraws from or leaves a Round River program during the semester, or decides not to attend at the last minute, the Registrar's Office must be notified immediately. Failure to do so may have significant financial consequences.

Application Procedures

Before submitting an application to Round River Conservation Studies

- Notify the Northland College Round River Program Advisor, Sarah Johnson, of your interest in Round River and ask any questions that you may have about the program.
- Complete the Northland College "Application to Participate Form."
- Meet with and secure the signature of your academic advisor.
- Submit the "Application to Participate Form" to the Round River Program advisor for final approval **no later than October 1st for Winter Semester programs and no later than March 1st for Summer and Fall Semester programs.**
- Prepare & Submit an application for a McLean International Travel Grant, if you wish. (For further details, contact Michaela Wickman at mwickman@northland.edu.)

After receiving final approval from the Round River Program Advisor

- Prepare and submit an application to Round River Conservation Studies. (The application may be found at www.roundriver.org)

After being accepted to a program by Round River

- Make appropriate deposit and tuition payments directly to Round River.
- Pay Northland College the appropriate off-campus credit fee of \$70 per credit.
- Complete a "Student Account Refund Form."
- Complete a Round River Special Program Registration Form and submit to the Registrar's Office as soon as possible.
- Immediately notify the Registrar's office if you make any changes to your plans or decide not to participate in the Round River program for which you have registered.