



**WILLIAM PENN**  
**UNIVERSITY**  
*College for Working Adults*

# Graduate School Application

**Paul W. McCracken**  
**Graduate Program of Business Leadership**

# APPLICATION PROCEDURES

## YOUR NEXT STEP TOWARD GRADUATION

Each of the following steps must be completed in order to consider you for admission:

**1. THE APPLICATION**

This form must be completed and returned with a non-refundable \$50.00 application fee. Check should be made payable to William Penn University.

**2. REQUESTS FOR TRANSCRIPTS**

Complete Request for Official Transcript forms for the undergraduate degree granting institution. Submit directly to the CWA enrollment office for processing.

**3. RECOMMENDATION FORM**

Forward Recommendation Form to one professional source for completion. Completed form may be emailed, mailed, or faxed to the CWA enrollment office.

**4. RESUME**

Forward resumes to the CWA enrollment office. Resumes may be emailed, mailed, or faxed.

**5. ESSAY**

Forward essay to the CWA enrollment office. Essays may be emailed, mailed, or faxed.

**6. INTERVIEW**

Your Enrollment Representative will assist with the interview arrangements.

**7. FILE FINANCIAL AID PAPERWORK ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))**

**8. MILITARY PAPERS**

If applicable, forward a copy of Military Papers: DD214, DD295, USAFI, AARTS/SMART transcript to CWA enrollment office.

**9. INVESTIGATE**

Investigate your employer's tuition-assistance policy and other options for financing your education.

**10. FOLLOW-UP**

Contact your Enrollment Representative to ensure timely completion of your academic file.

**11. INFORM CO-WORKERS AND FRIENDS OF THE WILLIAM PENN CWA PROGRAM.**

**12. NOTE:** If you have any questions, please call your Enrollment Representative at (800) 496-7366.

All documents and inquiries should be mailed to:

William Penn University  
Enrollment Office  
6000 Westown Pkwy  
Suite 100  
West Des Moines, IA 50266  
(800) 496-7366  
Fax (515) 225-1825



# APPLICATION FOR ADMISSION

SS# \_\_\_\_\_ DATE \_\_\_\_\_

OFFICIAL NAME \_\_\_\_\_  
*Last First Middle Maiden (Surname)*

ADDRESS \_\_\_\_\_  
*Street and Number*

\_\_\_\_\_

*City State Zip County*

E-MAIL ADDRESS \_\_\_\_\_

HOME PH. ( ) \_\_\_\_\_ WORK PH.( ) \_\_\_\_\_ CELL PH.( ) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DEGREE & GRANTING INSTITUTION \_\_\_\_\_ YEAR \_\_\_\_\_  
*M/D/Y*

## FOR FEDERAL REPORTING PURPOSES: (Optional)

**RACE:**  *American Indian / Alaskan Native*  *Black or African-American*  *Asian*  
 *White*  *Hispanic or Latino*  *Native Hawaiian or Pacific Islander*

\*COUNTRY OF CITIZENSHIP \_\_\_\_\_

RELIGION /DENOMINATION \_\_\_\_\_

**MARITAL STATUS:**  *Single*  *Married*  *Divorced*

**GENDER:**  *Male*  *Female*

## UNDERGRADUATE STUDY

List ALL Accredited Institutions of Higher Education (*Omitting any prior credits could constitute fraud and will delay processing of file.*)

\_\_\_\_\_ *Dates Attended*

\_\_\_\_\_ *Dates Attended*

\_\_\_\_\_ *Dates Attended*



**EMPLOYMENT HISTORY**

1. \_\_\_\_\_  
*Current Employer*                      *Address*

\_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Position*                      *Full or Part Time*                      *Employment Dates*

2. \_\_\_\_\_  
*Previous Employer*                      *Address*

\_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
*Position*                      *Full or Part Time*                      *Employment Dates*

**WHEN DO YOU WISH TO BEGIN CLASS?** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**ARE YOU INTERESTED IN APPLYING FOR FINANCIAL AID?**       **YES**       **NO**  
**DOES YOUR EMPLOYER OFFER TUITION ASSISTANCE?**       **YES**       **NO**

**MILITARY EDUCATION**

\_\_\_\_\_ *Branch*                      *Months*                      *Current Rank*

\_\_\_\_\_ *Discharge: Type*                      *Date*

*Currently Active Duty*       *Retired*       *Active Reserve*

Do you have a DD214     Yes     No    or DD295     Yes     No? If yes to either, please forward a copy with your application.

**HOW DID YOU HEAR ABOUT OUR PROGRAM?** \_\_\_\_\_

I attest that all the information I have provided is true to the best of my knowledge, and that my omission or misrepresentation may result in denial to the program, loss of credits, and / or dismissal from WPU.

\_\_\_\_\_ *Applicant's Signature*                      *Date*

An application fee (\$40.00 undergrad & \$50.00 grad) must accompany this application in order for it to be processed. The application and fee should be sent to: William Penn University, 6000 Westown Parkway, Suite 100, West Des Moines, IA 50266.

**NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS:**

WPU admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national and ethnic origin, physical handicap, or sex in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, athletic and other college-administered programs. The College provides eligible students or parents with the opportunity to review the student's educational records, to seek corrections of information contained therein and to limit disclosure of those records.

**\*PLEASE NOTE:** *If you are not a U.S. citizen, submit a copy of your visa or permanent residence status.*

# RECOMMENDATION FORM

## Master in Business Leadership

### I. INFORMATION TO BE COMPLETED BY APPLICANT

1. \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*S.S. #*

2. \_\_\_\_\_  
*Name of Employer*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone*

3. \_\_\_\_\_  
*Your position at the above company* *How long at this position?*

4. \_\_\_\_\_  
*Name of individual giving this recommendation* *Position or Title*

5. I  do  do not waive the right to review this recommendation once submitted.

\_\_\_\_\_  
*Applicant's Signature* *Date*

*(Recommendation Form continued on next page)*



**WILLIAM PENN**  
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\_\_\_\_\_ is applying for undergraduate admissions  
*Name of applicant*  
 to William Penn University CWA. It is imperative that this recommendation form be returned to WPU immediately. Admission into the program is dependent upon this form being returned in a timely manner.

**II. RECOMMENDATION: To be filled in by reference (not a relative)**

1. Does your knowledge agree with the answers given in Part I regarding employment?  Yes  No
2. How well do you know the applicant?  Somewhat  Well  Very Well
3. In your opinion, is the applicant qualified for admission to this program?  Yes  No *Please Explain:*

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4. This program requires initiative and the ability to work alone and in a group. Please rank the following criteria for the applicant by circling the appropriate letter. (U = Unknown L = Low M = Medium H = High)

a.	ability to show initiative	U	L	M	H
b.	ability to get along with others	U	L	M	H
c.	ability to work within a group	U	L	M	H
d.	ability to manage time	U	L	M	H
e.	ability to make applications of theory	U	L	M	H
f.	ability to learn independently	U	L	M	H

5. \_\_\_\_\_  
*Comments*

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6. \_\_\_\_\_  
*Name of reference* *Date*

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\_\_\_\_\_ *Address*

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\_\_\_\_\_ *City* *State* *Zip*

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\_\_\_\_\_ *Telephone Number* *Position or Title*

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\_\_\_\_\_ *Signature* *Date*

The Admissions Committee and the applicant greatly appreciate the time and effort required of you to provide this information. The applicant may not be considered for admission until this recommendation is received. Feel free to add an addendum if space provided for comments is not sufficient.

PLEASE MAIL OR FAX TO:  
 William Penn University  
 Enrollment Office  
 6000 Westown Pkwy  
 Suite 100  
 West Des Moines, IA 50266  
 (800)496-7366  
 Fax (515)225-1825

# FINANCIAL AID STEPS

If you are using Financial Aid to cover your educational expenses please complete the items listed below:

## Go to [www.pin.ed.gov](http://www.pin.ed.gov)

- *Apply for a PIN* (Personal Identification Number)
  - Provide an e-mail address for more efficient delivery (1 - 3 days)
  - OR Provide a postal mail address (7 - 10 days)
    - If you are a dependent student, please have your parent or guardian, also, complete this task
    - This will be your identification number with the Federal government as long as you have a student loan
  - *Every year* you will need to return to this website and activate your PIN before filing out a Renewal FAFSA
  - *Note: If you are age 24 or younger, please see the Financial Aid Advisor for special instructions for dependent students.*

## Once you receive your PIN, Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

- *Fill out a FAFSA* (Free Application for Federal Student Aid)
  - NOTE: Our federal school code is: 001900**
  - Please print the *confirmation page*, after entering all required information, for your records
  - *Every year* you will need to complete the FAFSA
  - *Note: If you had a change in family status from your previous years tax information, please contact financial aid for special instructions before completing the FAFSA*

Use your \_\_\_\_\_ TAXES to complete your \_\_\_\_\_ FAFSA

## Go to [www.dlenote.ed.gov](http://www.dlenote.ed.gov)

- Complete MPN (Federal Stafford Loan Master Promissory Note)
- Complete Entrance Counseling
  - NOTE: This does not obligate you to receive Federal Stafford Loans

## Attend Introduction Night

- Receive Financial Aid Award Letter
- Complete Loan Authorization form
  - NOTE: First loan disbursement will arrive approximately 30 days from your first night of attendance

**For questions please contact the FAFSA hotline: 800 4FEDAID (433-3243)**

**PLEASE NOTE: To be eligible for Iowa Tuition Grant, should you qualify, your current year FAFSA must be on file by July 1 of the current year.**

# Graduate Financial Aid Options

All students in William Penn University's *College for Working Adults* are considered full-time students, which makes them eligible for the FFLP (Federal Family Loan Program). When students complete the Financial Aid Steps, they will be evaluated by a needs analysis formula that is built into the FAFSA, determined through legislation annually and set by the Federal government. Following are brief explanations of the types of financial aid available through the FFLP used by our students:

## **STAFFORD LOAN PROGRAMS**

All students are eligible to apply for these low interest loan programs. The current interest rate is capped at 8.25%; the amount of loan monies available to students is pre-determined by the amount of credits accepted into this program. Two types of Stafford Loans are available:

### **1. SUBSIDIZED**

This type of loan is based on need, and students do not make payments on their loan, nor does interest accrue, until six months after they cease enrollment. During this time, the Federal Government subsidizes the interest.

### **2. UNSUBSIDIZED**

This type of loan is not based on need, and interest begins accruing on the date of disbursement. Students may defer their entire loan until six months after their last date of enrollment or may choose to begin payments immediately. There are no prepayment penalties.

Following are the MAXIMUM loan amounts under this program for students deemed independent:

<u>Subsidized</u>	<u>Unsubsidized</u>
\$3,500 - \$8,500	\$5,500 - \$20,500

Graduate students deemed dependent by federal standards will only be eligible for the subsidized portion plus \$2,000 of the unsubsidized portion of their loans, unless a Parent Plus Loan does not go through.

## **GRADUATE PLUS LOAN**

The PLUS loan is a non-need based loan available to the parents of dependent students as determined by the Free Application for Federal Student Aid (FAFSA). Students are considered dependent if they are 24 years of age or under. Exceptions include: if the student is a veteran, married, or is due to have or has a child. Repayment begins immediately on this type of loan. There is a loan origination fee of 3%.

## **ALTERNATIVE LOANS**

Students may borrow up to the cost of attendance with a Partnership Loan available with good credit and provided through Iowa Liquidity Corporation. This is a consumer loan and may not be consolidated with Federal loans.

Students should contact their financial aid administrator if they are interested in these additional funds.

## **DIRECT LENDING**

Loans will be certified by a Financial Aid Officer and scheduled for disbursement. Loan funds will be sent directly to us by the lender via Electronic Funds Transfer. Funds will be disbursed, as prescribed, in the following manner:

*Loans will be disbursed in TWO installments.*

*No installment may be greater than half the amount of your loan.*

Second disbursements are often scheduled halfway through the loan period. Often students may be eligible for loan monies beyond the actual cost of tuition and materials. In these cases, students may receive a refund of additional available monies within the guidelines of our business office. Please call the Accounting Department at our West Des Moines Campus at 800-496-7366 for more information.

Students may defer any previous student loans taken prior to attendance at William Penn University by requesting a deferment form from the student's lender and submitting it to William Penn University, Attn: Asst. Registrar, 201 Trueblood Ave., Oskaloosa, IA 52577. The deferment cannot begin until students have attended the first night of class.



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**REQUEST FOR OFFICIAL TRANSCRIPT**

**SEND TO: William Penn University**  
**Attn: Enrollment Office**  
**6000 Westown Parkway, Suite 100**  
**West Des Moines, IA 50266**

Date:	Name of College / University Attended:	City & State:
Student's Name (PLEASE PRINT):		Attendance Dates: Month & Year to Month & Year
Maiden / Other Name		Is College / University currently operating: <input type="checkbox"/> YES <input type="checkbox"/> NO
Social Security #:	Date of Birth:	
Student's Signature:		Home Phone Number:



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Social Security #:	Date of Birth:	
Student's Signature:		Home Phone Number:



# FREQUENTLY ASKED QUESTIONS

## **WHAT ARE LEARNING TEAMS ABOUT?**

Learning teams are an integral part of the success of William Penn's CWA program education model. Learning teams function as a support mechanism through which students can learn from the professional expertise of peers. By sharing talents, experience, and learning resources of the learning team, a system of trust and support evolves and the learning process becomes more efficient.

## **HOW MANY HOURS A WEEK WILL I NEED TO SPEND WITH MY LEARNING TEAM?**

All groups will meet once a week for four hours. Many CWA learning teams have chosen to meet more often and for longer periods of time because they find the time shared is more efficient and motivational.

## **WHEN CAN I GET STARTED?**

Almost immediately! Groups are started on an ongoing basis each time there are at least fifteen students who have applied and qualified for a component. This makes your application extremely important in setting a date for your class to begin. It could happen within a month of your application date.

## **WHAT HAPPENS IF I NEED TO MISS A NIGHT OF CLASS?**

Class attendance and learning team meetings are mandatory. However, an absence may be excused by notifying your instructor. Each course syllabus will outline instructors' policies.

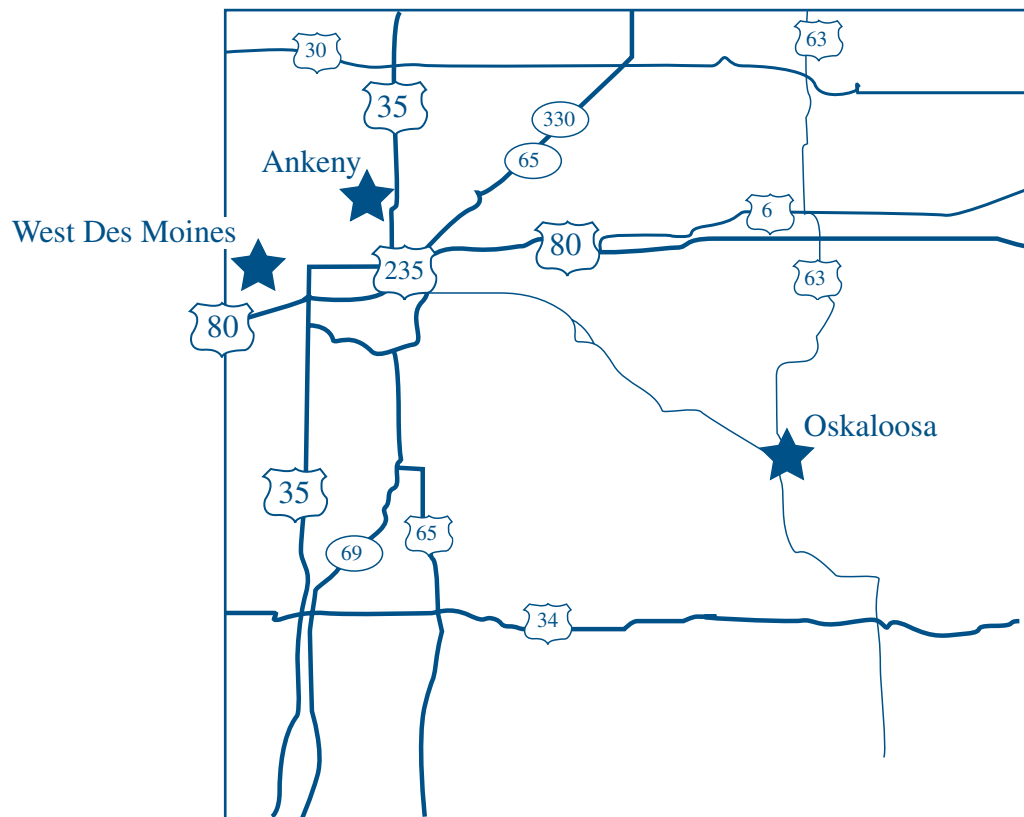
## **IS FINANCIAL AID AVAILABLE?**

As a full-time student you will have the option to apply for loans. Contact the Financial Aid Office at (515)222-9949 if you have specific questions.

## **CAN I REALLY DO THIS AT THIS POINT IN MY LIFE?**

Yes! It is possible because adult students are commonly more motivated, responsible, and have tremendous time management skills to be successful in an accelerated adult program.





**WILLIAM PENN**  
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*Oskaloosa Campus*

*West Des Moines Campus*  
6000 Westown Parkway, Suite 100  
West Des Moines, IA 50266

*Ankeny Campus*

1-800-4WM-PENN

[www.mywpu.com](http://www.mywpu.com)