



# APPLICATION

**Undergraduate Programs  
for working adults**

**BUSINESS  
ADMINISTRATION**

**COMPUTER  
INFORMATION  
SYSTEMS**

**EARLY CHILDHOOD  
EDUCATION**



# applying for undergraduate admission to milligan

*Thank you for your interest in Milligan College. Please carefully follow the instructions below. Let the Office for Lifelong Learning know of any questions you may have. In order to be considered for admission by the Admissions Committee, the following steps must be completed:*

- Read the mission statement and lifestyle expectations on this page. Your signature on the application indicates your understanding and acceptance of these expectations.
- Complete the application form and submit to the Office for Lifelong Learning with a non-refundable application fee of \$30.00. Please make your check payable to Milligan College (you may also pay by credit card according to the instructions at the end of the application form).
- The employer and character reference forms must be completed by the appropriate people and returned to the Office for Lifelong Learning. Two years of full-time employment (or its equivalent) must be confirmed.
- Use the enclosed transcript request form to arrange for the submission of an official college transcript(s). Transcripts must be mailed directly to the Office for Lifelong Learning.

Please feel free to contact the Office for Lifelong Learning at 423.461.8782 or ADCP@milligan.edu to verify the receipt of the above application requirements. You may also apply online at [www.milligan.edu](http://www.milligan.edu).

**OFFICE FOR LIFELONG LEARNING  
P.O. BOX 22  
MILLIGAN COLLEGE, TN 37682**

**PHONE 423.461.8782  
FAX 423.461.8789  
WWW.MILLIGAN.EDU/ADCP**

## **Mission Statement:**

*As a Christian liberal arts college, Milligan College seeks to honor God by educating men and women to be servant-leaders.*

*Milligan College offers programs of study leading to undergraduate or graduate degrees. These programs have as their objectives the following:*

**A Positive, Personal Christian Faith That Jesus is Lord and Savior.** The expression "Jesus is Lord and Savior" is to be understood in its historical, biblical significance. Jesus, the Man of Nazareth, is God's Son, therefore, both Savior and Lord of Life. The attainment of positive, personal Christian faith means the commitment of one's life to this Jesus.

**A Commitment to Follow the Teachings of the Christian Scripture in One's Personal and Social Ethics.** This commitment involves a recognition of the norms of human conduct that derive their sanction from the Christian faith.

**The Capacity to Recognize and Assume Responsibility in Society.** The main functions of education are to arouse within the individual an awareness of indebtedness to one's fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

**The Knowledge, Meaning, and Application of Sound Scholarship.** The student is led to develop a respect and enthusiasm for sound scholarship and to seek it with diligence and perseverance.

**Preparation for Securing an Enriched Quality of Life for Self and Family.** Courses of study and campus life are designed to develop the quality of aesthetic appreciation, to provide a background in the liberal arts, and to lead to the selection of a field of interest which will provide opportunities for a fulfilling life.

**Participation in the Activities of a Healthy Lifestyle.** This may be accomplished through intramural and intercollegiate sports, residence hall living, campus fellowship, and other student activities.

## **Expectation and Responsibilities for Student Lifestyles at Milligan College:**

We at Milligan believe that God's Word, as the final rule of faith and practice, speaks on many matters pertaining to personal conduct. Therefore, behavior that conflicts with Scripture is unacceptable.

Milligan College students agree to abide by a lifestyle commitment that is in accordance with the teachings of Scripture. Such a lifestyle does not include, among other things, pornography, profanity, dishonesty, sexual immorality, unethical conduct, vandalism, use of illegal drugs, and immodest dress. The use or possession of tobacco, alcoholic beverages or profanity on campus is expressly prohibited. Students are encouraged to observe the Lord's Day in worship and to seek to serve Christ in an atmosphere of trust, encouragement and respect for one another.





## **section 5: financial aid**

Applicants are considered without regard for potential financial need (international applicants must provide a financial affidavit of support).

If a U.S. citizen or permanent resident, please indicate other forms of financial aid for which you will be applying:

- Federal financial aid programs (including Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Stafford Loan [subsidized or unsubsidized], Parent Plus Loan, Work Study)

You may file the *Free Application for Federal Student Aid* (FAFSA) with the federal processor via the traditional paper application or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

If you believe that you have special circumstances that may affect your ability to contribute toward the expenses of your college education, please submit a detailed letter to: Student Financial Services, P.O. Box 250, Milligan College, TN 37682, or call 800.447.4880.

## **section 6: optional information**

Providing answers to the following questions is optional and will in no way affect your application status. However, we would greatly appreciate your contributions to Milligan's ongoing research efforts.

How did you first learn about Milligan? \_\_\_\_\_

Please indicate individuals who have influenced your interest in Milligan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List, **in order of priority, any** other institutions whose degree completion programs you have considered: \_\_\_\_\_

\_\_\_\_\_

## **section 7: submitting application**

I certify that all information given in this application to be correct and true. If I am accepted as a student and enroll, I pledge to uphold the Christian expectations and responsibilities for student lifestyles of Milligan College. I will conduct myself in a manner that will reflect positively upon myself, my peers, and the college. I consent to the use of my name and photograph in publications of Milligan College.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPLICATION FEE**

Please attach a non-refundable application fee of \$30.00 (make check payable to Milligan College). You may also pay by credit card:  Visa  MasterCard

Card Number: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

(AS IT APPEARS ON THE CARD)

***Please submit this application to:***

**OFFICE FOR LIFELONG LEARNING  
P.O. BOX 22  
MILLIGAN COLLEGE, TN 37682**

**FAX 423.461.8789**

***You may also apply online at [www.milligan.edu](http://www.milligan.edu).***







# employer reference form

**TO THE APPLICANT:** Please fill in your name and deliver this recommendation form, along with a return envelope, to your supervisor. If you do not have a supervisor or if your supervisor is a family member, please contact the Office for Lifelong Learning. (NOTE: A minimum of two years documented full-time work experience or its part-time equivalent is required. Please make additional copies of this form as needed to document your work experience.)

Indicate degree track:  Business Administration  Early Childhood

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET/BOX NUMBER CITY STATE ZIP

*I have waived my right of access to information included on this recommendation form. It is therefore confidential and will be seen only by the Admissions Committee.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO THE PERSON COMPLETING THIS FORM:** As an applicant for admission to Milligan College's Bachelor of Science for Working Adults program, the student named above is required to submit a recommendation. The college is a Christian liberal arts college committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admissions evaluation. When completed, please mail completed form to: **Office for Lifelong Learning, Milligan College, P.O. Box 22, Milligan College, TN 37682.** It must be received by the Admissions Committee *before* the applicant can be considered for admission.

- How long have you known the applicant? \_\_\_\_\_
- Please summarize your reference by checking your estimate on the following items.

	<b>Outstanding</b> <small>(Top 5%)</small>	<b>Very Good</b> <small>(Highest 10%)</small>	<b>Good</b> <small>(Upper 25%)</small>	<b>Average</b> <small>(Upper 50%)</small>	<b>Below Average</b> <small>(Lower 50%)</small>	<b>Not Known</b>
<b>Involvement in church and community activities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to relate to others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reputation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Integrity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperativeness</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotional Maturity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-confidence</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proficiency and experience working with groups</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Please feel free to attach any additional comments regarding the applicant (you may use the back of this page if you wish).
- What is your recommendation concerning acceptance of this applicant to the Milligan College Bachelor of Science for Working Adults program?  Recommend without reservations  Recommend with reservations  Prefer not to recommend

**REFERENCE INFORMATION:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_ Company name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

How long has the applicant been employed with your company? \_\_\_\_\_

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



# character reference form

**TO THE APPLICANT:** Please fill in your name and deliver this recommendation form, along with a return envelope, to your evaluator. Please select someone other than a family member.

Indicate degree track:  Business Administration  Early Childhood

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET/BOX NUMBER CITY STATE ZIP

*I have waived my right of access to information included on this recommendation form. It is therefore confidential and will be seen only by the Admissions Committee.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO THE PERSON COMPLETING THIS FORM:** As an applicant for admission to Milligan College's Bachelor of Science for Working Adults program, the student named above is required to submit a recommendation. The college is a Christian liberal arts college committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admissions evaluation. When completed, please mail completed form to: **Office for Lifelong Learning, Milligan College, P.O. Box 22, Milligan College, TN 37682.** It must be received by the Admissions Committee *before* the applicant can be considered for admission.

1. How long have you known the applicant? \_\_\_\_\_

2. Please summarize your reference by checking your estimate on the following items.

	<b>Outstanding</b> (Top 5%)	<b>Very Good</b> (Highest 10%)	<b>Good</b> (Upper 25%)	<b>Average</b> (Upper 50%)	<b>Below Average</b> (Lower 50%)	<b>Not Known</b>
<b>Involvement in church and community activities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ability to relate to others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reputation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Integrity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooperativeness</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotional Maturity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-confidence</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proficiency and experience working with groups</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please feel free to attach any additional comments regarding the applicant (you may use the back of this page if you wish).

4. What is your recommendation concerning acceptance of this applicant to the Milligan College Bachelor of Science for Working Adults program?  
 Recommend without reservations     Recommend with reservations     Prefer not to recommend

**REFERENCE INFORMATION:**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

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