Admissions

Hartwick seeks to admit those students who have demonstrated promise and, through past achievements, their desire to develop intellectually and personally.

A prospective student’s curriculum and academic performance in secondary school are the primary criteria in the selection process.

The distribution of recommended secondary school courses for applicants includes:

(a) four years of English,
(b) three years of a modern or classical foreign language,
(c) four years of mathematics,
(d) three years of laboratory science,
(e) three years of history.

The College will recognize those students who have taken advanced work in these areas and will note the variety and substance of other courses supplemental to the basic core, most notably in the fine arts.

SAT I or ACT test scores are optional for all candidates.

Applicants are encouraged to supplement the formal application with any additional materials which reflect special talents and interests.

Campus Visit

An interview in the Office of Admissions, while not required, is strongly recommended. The personal interview can provide an opportunity for the candidate to present and stress those aspects of his/her life experiences which add dimension to the standard admission criteria.

Personal interviews may be scheduled Monday through Friday from 9 a.m. to 4 p.m. and most Saturdays from 9 a.m. to noon. To schedule an appointment, write the Office of Admissions, or call 888-HARTWICK, toll free, or 607-431-4150. The office is closed during the Thanksgiving recess and the week between Christmas and New Year’s.

Overnight visits may be arranged through the Office of Admissions. Student hosts and hostesses are available Monday through Thursday nights while the College is in session. Overnight arrangements will not be scheduled during the College’s examination periods.

Early Decision

Applicants who have carefully considered their educational expectations for college and have decided that Hartwick College is their first choice may choose to apply under the Early Decision plan.

A candidate should complete and submit the Early Decision form, which is part of the application. The Early Decision deadline is January 15. A decision will be sent to the Early Decision candidate within two weeks after the application is complete.

First-Year Student Application Procedure

1. The Hartwick application may be obtained from the Office of Admissions, Hartwick College, Oneonta, NY 13820. The College has adopted the Common Application in lieu of its own form. Students also may obtain copies of the Common Application from their high school.

2. The application deadline for fall enrollment is February 15. The application fee must accompany the application. It is not refundable, nor is it credited to the student’s account after enrollment. The application fee is waived for children of Hartwick College alumni applicants who interview on campus prior to February 15, and students submitting the online application.

3. Candidates may submit scores from the College Board Scholastic Assessment Test (SAT) or from the American College Testing program (ACT). It is recommended that these tests be taken in the spring of the junior year and/or the fall of the senior year in secondary school.

4. Candidates who are not applying under the Early Decision plan will be notified of decisions March 15-April 1. Hartwick subscribes to the Candidate’s Common Reply Date and accepted students are required to notify the College of their decision to attend by submitting a matriculation deposit, postmarked on or before May 1.

Accepted candidates who matriculate must have their secondary school send the official end-of-year transcript indicating graduation date and final grades received. If the end-of-year credentials are not commensurate with those on which the original decision was based, the College reserves the right to review the original decision.

Although most first-year students apply for entrance in the Fall Term, new students may apply for entrance in the January Term (application deadline December 1) or Spring Term (application deadline
Deferred Enrollment

For the admitted student who wishes to defer enrollment for one year, a letter should be sent to the dean of admission requesting deferred enrollment and stating the reason(s) for the request. The enrollment deposit is required to grant the deferral (see Enrollment Fee, page 167).

Advanced Placement and Credit

Hartwick College offers advanced placement credit for scores of three or better on the Advanced Placement Tests of the College Board, except in the Department of Music. Some students choose this option in order to accelerate their progress toward a degree, reduce costs or enrich their normal degree program with additional course work. AP scores should be submitted to the College so that credit and/or placement may be awarded.

Advanced placement and/or credit is also offered through CLEP (College Level Examination Program) under specified conditions for non-traditional students who have acquired mastery of a subject through work experience or other avenues outside the traditional classroom setting. Note page 160 on other credits by examination. Advanced placement and/or credit also is offered through international baccalaureate higher-level courses with grades of 4 or better.

Music Audition and Art Portfolio

Students applying for admission as music majors are required to have an audition. Auditions are held periodically on and off campus throughout the academic year. Students desiring to make audition arrangements should contact the chair of the music department for a specific time and date.

It is strongly recommended that students wishing to pursue art as a major course of study submit a portfolio of slides or original work. Slides should accompany the application and will be forwarded to the department of art. Students may also bring original work to an on-campus interview.

Financial Aid

Financial assistance at Hartwick College is of two types: aid based on financial need and aid based on other criteria, such as academic achievement (non-need based aid). Further information may be obtained at the office of financial aid at Hartwick College.

Scholarships

Hartwick College offers awards and scholarships to entering students who have exhibited outstanding academic achievement, unusual evidence of leadership and school and community involvement. In addition, the College offers named scholarships made available through the generosity of friends of the College.

Candidates designated for these awards are eligible for other financial assistance from the College. These awards are renewable for each year of upper-class study providing the student maintains satisfactory progress toward the degree.

International Student Application Procedure

Students who are citizens of countries other than the United States are actively encouraged to apply for admission. Hartwick College waives the application fee for international students.

International students who already are attending school or college in the U.S. should apply following the same application procedure for U.S. students.

International students who are attending secondary school or college in countries other than the U.S. can apply with Hartwick College’s Application for International Student Admissions, which can be obtained by calling, e-mailing, or writing the Office of Admissions.

International students should be prepared to submit objective test scores to indicate their level of English proficiency. Hartwick will accept the SAT I if the student’s verbal score is greater than 420. Otherwise we will accept the Test of English as a Foreign Language. The minimum score we will accept is a 500 on the written TOEFL and a 183 on the computer-based TOEFL. Hartwick also accepts the Michigan Test of Language Proficiency, with a minimum score of 80.

International applicants who wish to be considered for international scholarships are required to complete and submit the Hartwick College International Student Certification of Finances and Application for Financial Assistance. This can be obtained by calling, e-mailing, or writing the Office of Admissions.

For additional information on international admissions, please contact the Office of Admissions or visit www.hartwick.edu.

Transfer Student Application Procedure

Hartwick College welcomes qualified students who have attended other undergraduate institutions. A cumulative grade point average of at least 2.0 on a scale of 4.0 is required to be considered. Transfer students may apply for admission to the Fall, January or Spring Terms.

Transfer credit from accredited colleges usually is
Admissions

is given for courses similar to those offered at Hartwick College, completed with a grade of C- or higher. A transfer student is required to attend Hartwick College for at least two academic years and to earn 18 course units to be eligible for a degree from Hartwick. Units may be earned on a part-time or full-time basis.

Hartwick College generally will honor the associate of arts or associate of science degree from accredited colleges by offering the equivalent of two years of credit. Associate degree candidates who are admitted must meet the Hartwick College graduation requirements; it is possible that this may take longer than two years in some cases.

Students who wish to transfer to Hartwick are requested to follow these steps:

1. Obtain application forms and instructions from the Office of Admissions, Hartwick College, Oneonta, NY 13820. All correspondence relative to admission should be sent to this office.
2. Have official transcripts of credits earned at all previous colleges sent to the Office of Admissions.
3. An official secondary school transcript, including SAT or ACT scores, must be sent. Holders of a high school equivalency diploma (GED) must submit a copy of their test scores.
4. Have a letter sent from a dean or academic advisor indicating the student is in good academic and social standing and entitled to return to that institution.
5. Have a recommendation sent from a professor with whom the applicant has taken a college level course. Applicants who have not been enrolled at a college for three or more years may submit a personal/employer reference.

Unless there are unusual circumstances, prospective transfer students who have at any time been denied admission to Hartwick will be eligible for consideration provided they have studied for one academic year at another institution.

Hartwick adheres to a policy of rolling admission for transfer candidates. Deadline dates when completed applications are due for the respective terms are as follows:

- Fall Term—August 1
- January Term—December 1
- Spring Term—January 1

In all cases, decisions will not be made until the application is complete.

The College offers both merit-based and need-based financial aid to incoming transfer students. In addition, Hartwick offers special scholarships to qualified Phi Theta Kappans based on financial need, academic achievement, character and involvement in school and community activities.

R.N. Mobility Application Procedure

1. Obtain application forms and instructions from the Office of Admissions, Hartwick College, Oneonta, NY 13820.
2. Have official transcripts from each educational institution previously attended sent to the Office of Admissions. A secondary school transcript and a transcript of courses in progress may be requested.
3. Request a reference be sent from an instructor from the last professional program attended or supervisor (head nurse, supervisor or director) from place of employment.
4. Submit a reference from a colleague.
5. Submit a photocopy of your current New York R.N. License or verification of application.
6. Deadline for R.N. Mobility applications:
   - Fall Term—April 15
   - January Term—November 15
   - Spring Term—November 15

Special Student Status

Please refer to the specific information in the Education Policies and Procedures section.

Readmission of Former Students

A student whose study at Hartwick has been interrupted and who wishes to return must complete an Application for Readmission in the following instances:

1. A student who is returning after being away for a period of time which exceeded the maximum leave period must apply for readmission
2. A student who has been academically dismissed is eligible to apply for readmission one calendar year after the date of dismissal.
3. A student who has been suspended is eligible to apply for readmission after the end of the suspension period.

Readmission Application Procedure

1. Complete and submit the Application for Readmission to the Registrar’s Office.
2. Submit the non-refundable application fee with your application. The fee is waived for Fresh Start program participants.
3. Request that official transcripts from all colleges and universities attended while away from Hartwick College be sent to the Registrar’s Office.

The review process will begin when the application, fee and official transcript(s) have been received by the Registrar’s Office. All correspondence/inquiries should be directed to the Registrar’s Office, Hartwick College, Oneonta, New York 13820.
<table>
<thead>
<tr>
<th>Admissions Category</th>
<th>Application Deadline</th>
<th>Admissions Decision Notification</th>
<th>Matriculation Deposit Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman, Early Decision</td>
<td>December 1, January 15</td>
<td>Within two weeks of receipt of completed application</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
<tr>
<td>Freshman, Regular Decision</td>
<td>February 15</td>
<td>March 15- April 1</td>
<td>Candidate’s Common Reply date of May 1</td>
</tr>
<tr>
<td>Freshman, International</td>
<td>February 15</td>
<td>March 15- April 1</td>
<td>Candidate’s Common Reply date of May 1</td>
</tr>
<tr>
<td>Transfer</td>
<td>August 1</td>
<td>Rolling notification as applications are completed</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
<tr>
<td><strong>JANUARY TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>December 1</td>
<td>Rolling notification as applications are completed</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
<tr>
<td>Transfer</td>
<td>December 1</td>
<td>Rolling notification as applications are completed</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
<tr>
<td><strong>SPRING TERM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>January 1</td>
<td>Rolling notification as applications are completed</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
<tr>
<td>Transfer</td>
<td>January 1</td>
<td>Rolling notification as applications are completed</td>
<td>Within two weeks after date of notification, or within two weeks of notification of financial aid status if accepted student is a financial aid candidate.</td>
</tr>
</tbody>
</table>
Expenses

Tuition
The annual tuition charge covers nine courses in the academic year. A full time matriculated student, if academically qualified, may take an overload in Fall or Spring Terms or audit courses at no additional cost.

Room
Charges within College residence halls vary depending upon the nature of the quarters occupied. When a constructed double room is occupied as a single room, the room charge will be at the single room rate. Should one of the students sharing a double room leave that room permanently, the double room charge will continue to apply until the end of the term in which the vacancy occurred. A single room charge will apply thereafter.

Meal Plan
The Hartwick College Meal plan consists of three options. The Simple Plan for juniors and seniors consists of 10 meals per week plus $300 a year in declining balance. The Grand Plan for sophomores, juniors and seniors permits 14 meals a week and $200 a year in declining balance. The Carte Blanche Plan is available to all classes and is mandatory for first-year students. This plan offers unlimited meal service between 7:30 a.m. and 7 p.m. and $20 a year in declining balance. All students living on campus, with the exception of those students residing in special interest housing or on-campus apartments, are required to participate in one of the three meal plan options. Students living off campus may participate in any one of the Hartwick College meal plans.

Expenses
Tuition, room, board and fees are set by the Board of Trustees. Information about these expenses can be obtained through the Office of Admissions or the Office of the Bursar.

Health Services Fee
This mandatory fee entitles all students access to the services provided by the Perrella Health Center on campus.

Student Activity Fee
This fee supports the student senate program as approved by the College.

Other Expenses
The estimated costs of books, personal expenses and transportation range between $1,200 and $1,600 and average $1,400.

Enrollment Fee
An enrollment fee is required of all full time matriculated students. The enrollment fee is paid at the time of acceptance to Hartwick College and is credited to the student’s entering semester billing statement.

Alternative Health Insurance Fee
Hartwick College requires all full-time students possess adequate health insurance. The College offers a student health insurance program which covers outpatient care, hospitalization and surgical services with the defined limits of the policy. Student health insurance is offered for either 12-month or 9-month coverage. The cost is detailed in the program descriptive brochure distributed to the parents of each student. Participation in the student health insurance program is
mandatory for those students who do not have adequate health insurance upon enrollment. Participation in the student health insurance program will be waived providing the student submits to the College a Certificate of Insurance verifying adequate insurance coverage. Students enrolling in the optional health insurance program will be billed one-half of the fee in the Fall Term and one-half in the Spring Term.

Part-Time Students

Students taking less than a full-time program should consult the Office of the Bursar in regard to costs. Part-time matriculated students are required to pay a $300 advance tuition deposit which will be credited on their first statement.

The tuition refund schedule will apply to these deposits.

THE COLLEGE RESERVES THE RIGHT TO CHANGE TUITION, FEES AND COSTS WITHOUT NOTICE.

Payments

Checks should be made payable to Hartwick College. Tuition, room, board and special fees are payable in two payments on or before August 15 and the second payment on or before January 15. The fall billing period is all of Fall Term and the first two weeks of January Term. The spring billing period is the last two weeks of January Term and all of Spring Term. For each month or any part of a month that payments are delinquent, a fee of 1 percent will be charged for each month or a fraction of a month throughout the duration of such delinquency.

One-half of the tuition, room, board, and fees for January Term is charged in Fall Term and one-half in the Spring Term. Students beginning or completing their studies during January Term will have their charges adjusted accordingly.

A student not in good financial standing with the College may not be allowed to register for courses and is subject to possible dismissal from the College. No student will be graduated, nor receive a transcript of courses or honorable dismissal from Hartwick College unless all bills due the College or any Hartwick College organization have been paid. This regulation applies to other unpaid financial obligations in which nonpayment may involve the reputation of Hartwick College.

A charge of $20 will be assessed when a personal check is offered in payment of charges on a student’s account and the check is not honored.

Prepaid or Deferred Tuition Payment Plans

Plans for meeting college expenses by monthly payments under the Hartwick College Monthly Payment Plan for the amount necessary to cover annual or all four years’ college expenses can be arranged through the appropriate plan office. Please contact the Office of the Bursar for information regarding these plans.

Refund Policies

Refunds of tuition will be made according to the following schedules. The fall billing period includes all of Fall Term and one-half of January Term. The spring billing period includes the second half of January Term and all of Spring Term.

<table>
<thead>
<tr>
<th>Fall or Spring Term</th>
<th>Percent refunded to non-first-time borrowers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 weeks)</td>
<td></td>
</tr>
<tr>
<td>First week of class</td>
<td>90%</td>
</tr>
<tr>
<td>Second week of class</td>
<td>75%</td>
</tr>
<tr>
<td>Third week of class</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth week of class</td>
<td>25%</td>
</tr>
<tr>
<td>Fifth week of class</td>
<td>10%</td>
</tr>
</tbody>
</table>

After the fifth week of classes, no refund of tuition will be made except where causes entirely beyond the student’s control compel withdrawal. Requests for a cash refund should be made to the Office of the Bursar.

<table>
<thead>
<tr>
<th>Fall or Spring Term</th>
<th>Percent refunded to first-time borrowers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 weeks)</td>
<td></td>
</tr>
<tr>
<td>First week of class</td>
<td>90%</td>
</tr>
<tr>
<td>Second week of class</td>
<td>80%</td>
</tr>
<tr>
<td>Third week of class</td>
<td>70%</td>
</tr>
<tr>
<td>Fourth week of class</td>
<td>60%</td>
</tr>
<tr>
<td>Fifth week of class</td>
<td>50%</td>
</tr>
<tr>
<td>Sixth week of class</td>
<td>40%</td>
</tr>
<tr>
<td>Seventh week of class</td>
<td>30%</td>
</tr>
<tr>
<td>Eighth week of class</td>
<td>20%</td>
</tr>
<tr>
<td>Ninth week of class</td>
<td>10%</td>
</tr>
<tr>
<td>Tenth week of class</td>
<td>5%</td>
</tr>
</tbody>
</table>

After the 10th week of classes, no refund of tuition will be made to first-time borrowers except where causes entirely beyond the student’s control compel withdrawal.

Students dropped or suspended from Hartwick College will be allowed no refund of tuition. Students granted a leave of absence during a term will receive credit on their account according to the refund schedules. Requests for a cash refund should be made to the Office of the Bursar.

As charges are adjusted accordingly, so will the financial aid. Federal sources of aid will be recalculated according to the current guidelines as approved by the Department of Education. The standard adjustment
is based on the differential in the original charges and the final billed charges and the percent of federal aid, excluding Federal Workstudy, in the aid package. The recalculation of College aid programs may be based on the percent charged. State programs are tied to the guidelines as provided by each state. The financial aid office is responsible for all aid recalculation.

**Room**
There will be no refund of room charges for withdrawals within a term. This policy is based on the premise that students commit themselves to College housing and space is assigned for periods of not less than one term.

Any payments for room charges in advance of a term will be refunded should the student withdraw prior to the beginning of that term.

**Meal Plan**
In case of withdrawal from the College before the end of a term, charges for the meal plan will be prorated on a weekly basis.

**Health Services Fee**
The health services fee is non-refundable after the start of the term.

**Student Activity Fee**
The student activity fee is non-refundable after the start of the term.

**Alternative Health Insurance Fee**
The optional health insurance fee is non-refundable after the start of the term.

Any student or parent who feels that unusual circumstances warrant additional consideration regarding any of the stated refund policies should direct a letter to the Office of the Bursar. Students granted medical leaves by the Director of medical services will be given special refund considerations depending upon their circumstances.

**Graduation**
ALL UNCOLLECTED BILLS OR FINES DUE HARTWICK COLLEGE OR ITS FORMALLY RECOGNIZED ORGANIZATIONS WILL BE DEDUCTED FROM THE AMOUNTS STATED ABOVE. ALL REFUNDS WILL BE MADE PAYABLE TO THE ADDRESSEE ON THE COLLEGE MONTHLY STATEMENT.

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**Expenses for Off-Campus Study**

**Off-Campus Programs**
Students enrolled in a Hartwick off-campus program (see “January Term” section on Off-Campus Study) continue to pay regular tuition and fees for the term plus a program fee.

Students accepted into an off-campus program are required to pay a deposit which is applied to the program fee. (A schedule of payments for the program fee, including the deposit, are outlined in the acceptance letter.) Students withdrawing from an off-campus program are required to complete an Off-Campus Withdrawal Form, available at the Sondhi Limthongkul Center for Interdependence. All payments toward the program fee will be refunded for a withdrawal made more than three months prior to the start of the program. A withdrawal made between 90 and 30 days prior to the start of the program will result in forfeiture of the deposit or non-recoverable costs, whichever is larger. A withdrawal made with less than 30 days remaining to the start of the program will result in forfeiture of the deposit and any other non-recoverable costs (air, land arrangements, etc.)

**Affiliated Programs**
Students enrolled in an affiliated program (see section on Off-campus Study) pay regular Hartwick tuition and fees. Should the costs of an affiliated program exceed Hartwick’s regular fee schedule, the student will pay the difference to Hartwick. In turn, Hartwick will pay the affiliated program fee. Students who withdraw from an affiliated program will be responsible for any penalty fees charged by the program or Hartwick College at the time of withdrawal.

**Financial Aid for Off-Campus Study**
Any financial aid from Hartwick not based on need (tuition remission, tuition exchange, academic and athletic scholarships) will apply only to Hartwick off-campus programs, not to affiliated or individually approved programs. Students receiving tuition remission or exchange, academic or athletic scholarships may apply for need-based financial aid in order to support their off-campus study plans.

Students who take an academic leave or absence for off-campus programs may receive, through Hartwick, the federal and state financial aid for which they qualify. These students should contact the financial aid office for further information.