

Be an Applicant

Application Checklist:

Before you submit your application, please make sure you have completed the following items:

FORM A: Student Application and Program Choice

- Completed form with student/parent/school information
- Rank your program preferences
- Signature of parent/guardian
- Personal information and résumé
- Short narrative response (one well-developed paragraph only)
- \$35 Non-refundable application fee

FORM B: Participant's Release and Agreement

- Completed form with signatures from parent/guardian and student

FORM C: Financial Aid Application (Optional)

- Completed form and appropriate tax documents
- Signature of parent/guardian

Copy of School Transcript

- The transcript should include 2008-2009 midterm grades and report of PSAT, SAT, ACT, PLAN or other standardized test scores.
- Home-school students must submit curriculum documentation.

CREDIT CARD PAYMENT FORM (Optional)

- Card information and authorization

Please keep a photocopy of your application.

!!!Online registration now available!!!

Application Instructions:

APPLICATION PROCESS

Student applications are processed and reviewed as they are received, and Duke University TIP makes admissions decisions within three weeks of receipt of the student's **completed** application.

APPLICATION DEADLINES

The early admission deadline is February 23, 2009 and applying before this date increases chances of acceptance. The final application deadline is March 23, 2009; however, Duke TIP will continue to accept applications after the deadline if any program spaces are still available.

DEPOSITS/PAYMENT DEADLINES

All applicants must submit a non-refundable \$35 application fee (payable by check, money order, or credit card) that is not applied to the tuition amount. Within two weeks of acceptance notification, students must send a \$300 non-refundable enrollment deposit in order to secure a place in the program. This enrollment deposit is applied to the tuition amount. The deadline for full payment is April 17, 2009. The last day to withdraw from the program with a partial refund is April 24, 2009. All deposits and tuition payments may be paid by credit card using forms provided in the acceptance packet. Paying by check authorizes Duke University to make a one-time electronic fund transfer from your account. Funds may be withdrawn from your account as soon as the date of receipt and your canceled check will be destroyed.

FINANCIAL AID

Limited need-based financial aid is available on a first come, first served basis for U.S. Field Studies and Institutes. Financial aid is not available for International Field Studies or the Scholar Exchange. To be considered for financial aid, parents or guardians must complete the Financial Aid Application (Form C) and submit all required documentation. Limited financial aid is available for U.S. Field Studies and Institutes so be sure to submit your application promptly. To be considered for a financial aid award, a student's parent or guardian must complete the financial Aid Application and submit all required documentation. Financial aid is available only to students and families residing in the U.S. and U.S. tax and income documentation is required.

Once you are placed in a course, your Financial Aid Application will be evaluated. Every award decision is unique, but as a general guideline, families might qualify for awards ranging from a few hundred dollars to the full course fee if household income does not exceed \$65,000 for a household of two, \$80,000 for a household of three, \$95,000 for a household of four, \$110,000 for a household of five, or \$125,000 for a household of six. Financial aid recipients will receive aid awards for one term only. For additional information about financial aid, contact the Duke TIP Financial Aid Office at (919) 668-9100.

Students applying for financial aid should submit their complete application as early as possible since financial aid is limited.

For Office Use Only:

Date Received: _____
 CK/M/V: _____
 Amt: _____
 AppID: _____
 Program: _____

EARLY APPLICATION DEADLINE—FEBRUARY 23, 2009
APPLICATION DEADLINE—MARCH 23, 2009

Form A

**Duke University Talent Identification Program
 Student Application**

Duke University TIP ID# (if available) _____

Student Name _____
FIRST MI LAST PREFERRED NAME

Home Street Address _____

City _____ State _____ Zip _____

U.S. residents, indicate **county** of residence _____

All applicants, indicate **country** of citizenship _____

Please note dual-citizenship, Green Card, or Visa status (if applicable) _____

Home Phone (_____) _____ Fax (if applicable) (_____) _____

Student Cell Phone (_____) _____

Sex Male Female

Current Grade 9th 10th 11th 12th

Ethnic Description (optional) Black/African American White/Caucasian Hispanic/Latino
 American Indian/Native American Asian/Pacific Islander Other _____

Date of Birth (mm/dd/yyyy) ____/____/____

Please provide e-mail addresses at which we may contact you. Please print clearly in block letters. These e-mail addresses will only be used by Duke University TIP and will not be sold or given to any outside parties. Important program information may be disseminated via this email address.

Parent E-mail address _____

Student E-mail address _____

Are you applying for Financial Aid? Yes No

If YES, please complete the Financial Aid Application (Form D) and submit all required documentation.

Have you ever participated in a Duke TIP Summer Program? Yes No If YES, location: _____

PARENT INFORMATION

Primary Contact Mother Father Guardian

Name Dr. Mr. Mrs. Ms. _____

Daytime Phone (_____) _____ Cell Phone (_____) _____ Live with Yes No

Secondary Contact Mother Father Guardian

Name Dr. Mr. Mrs. Ms. _____

Daytime Phone (_____) _____ Cell Phone (_____) _____ Live with Yes No

Who is the Custodial Parent? Both Parents Mother Father

Return completed application with \$35.00 nonrefundable application fee. The application fee is payable by check, money order, or credit card. Please do not send cash. Checks and money orders (made payable to *Duke University TIP*) should include the applicant's name and Duke TIP ID # (if available). Paying by check authorizes Duke University to make a one-time electronic fund transfer from your account. If we do, funds may be withdrawn from your account as soon as the date of receipt, and your cancelled check will be destroyed. All returned checks will result in a \$25.00 processing charge. If paying by credit card, please use the credit card payment form.

MAIL COMPLETED MATERIALS TO: Duke University TIP Admissions
 Attn: Field Studies & Institutes
 1121 W. Main Street
 Durham, NC 27701

(Form A continued on back)

Form A

SCHOOL INFORMATION

Current School _____

School Address _____

School Phone (_____) _____

Guidance Counselor Dr. Mrs. Ms. Mr. _____

E-mail address _____

Type of School Public school Private school Boarding school Home school

OTHER REQUIRED INFORMATION

A. PROGRAM SELECTION

- **Please select the programs** that interest you and for which you are eligible. Please be sure that you meet the grade level requirement indicated for each program.
- **Rank your choices** in order of preference, with 1 being your first choice. While every effort will be made to place you in your first choice, these programs fill quickly, and it may be necessary to place you in your second or third choice.
- **Only assign a rank to the courses in which you are willing to participate.**
- You may participate in more than one program during the summer. To apply for multiple programs, you must send a Xerox copy of the application and include a separate application fee for each submission.

U.S. Field Studies:

- Creative Writing, NM
- Filmmaking, CA
- Astronomy, PARI, NC
- Music, FL

International Field Studies:

- Topical Medicine, CR
- Archaeology, NC & Peru
- Political Science, China
- Shakespeare, Canada
- Business Leadership, Belize
- War Crimes, NC & The Hague

Institutes at Duke University:

- Pre-Law
- Human Genetics
- Leadership
- Clinical Psychology

B. PERSONAL INFORMATION AND RÉSUMÉ

Please submit a copy of your current résumé. Please include the following information:

- Special honors, prizes, or other recognition for school or community accomplishments
- List extracurricular, community service, and volunteer activities in which you are involved. Please put these activities in order of importance to you, and distinguish between school-related and non-school-related activities.
- Employment information may also be provided, but it is not required.
- A copy of your standardized testing record if your scores are not included as part of your high school transcript.

C. SHORT NARRATIVE RESPONSE (One well-developed paragraph)

Please submit short narrative responses to the question below. All responses should be typed and will be evaluated on the basis of structure, content, and creativity.

Please submit a well-developed paragraph explaining your interest in the program and why you believe you are a good candidate. Please provide at least 3 supporting details in your paragraph.

PARENT/GUARDIAN APPROVAL

*I have read the entire application booklet and application pages. I give permission for my student to participate in Duke University Talent Identification Program's (TIP) Institute and/or Field Studies Program, if accepted. I agree that Duke University TIP reserves the right to make cancellations, changes, and substitutions in case of emergency or changed conditions, or if such are in the best interest of the group affected. Further, I understand and agree that airline flights are not the responsibility of Duke TIP and should a program change or be cancelled, any cost associated with these changes will be at my expense. For this reason **Duke TIP highly encourages participants to purchase travel/trip insurance from an outside vendor.***

Signature of Parent/Guardian

Date

Duke University Talent Identification Program Participant's Release and Agreement

Name of Student _____

Name of Parent /Guardian _____

Address _____

Telephone Number (Home) (____) _____ (Day) (____) _____

I, the above-named student, as attested to by my parent or legal guardian, in consideration of the sponsorship of DUKE UNIVERSITY, the consideration paid by us for, and the right to participate in, the event or program described as the DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM'S FIELD STUDIES, INSTITUTES, AND SCHOLAR EXCHANGES, do hereby agree to the following guidelines relating to Duke TIP.

First, that the student, as a participant in a Duke University TIP program, pledges to conduct himself/herself in a manner that reflects favorably upon all concerned. Students are bound to the conduct guidelines stipulated on the Duke TIP Web site and in the Student and Parent Guide. Staff of the Talent Identification Program may discipline a student or refer a student to the Director of Educational Programs for dismissal from the program for behavior detrimental to the program or not in keeping with the program guidelines provided to parents and students. Should a student be dismissed for disciplinary or social reasons, no fees will be returned to the parent or student. Further, if a student is dismissed for academic reasons resulting from the student's lack of effort or attitude toward the academic environment, or academic dishonesty, no fees will be returned to student or parents.

We further agree that Duke TIP reserves the right to make cancellations, changes, and substitutions in case of emergency or changed conditions, or if such are in the best interests of the group affected. Should Duke TIP cancel a program, full refunds of the program fees will be made unless the cancellation is due to causes outside of the control of Duke TIP, in which case Duke TIP will refund *only uncommitted and recoverable funds*. In addition, it should be agreed that the cost of travel to and from the program is not included in any fees that may be refunded.

It is agreed that any photographs or video taken of the student during the program may be used for promotional purposes by Duke TIP or other organizations approved by Duke TIP. The student agrees to be represented in Duke TIP publications as a Duke TIP participant. No remuneration will be offered to the student, or on behalf of the student, for use of the student's image by Duke TIP or by a Duke TIP approved organization. Further, any photographs or video donated to Duke TIP by the student, by another student, or by a staff member, will not be returned.

It is also agreed that should a student leave the program for any reason other than a death in the immediate family (mother, father, guardian, or sibling only) or an illness, which requires hospitalization, after the fee deadline set by Duke TIP has passed, there will be *no refund* of any fees. Should a student leave a program as the result of death in the immediate family (mother, father, guardian, or sibling only) or an illness that requires hospitalization, Duke TIP will provide a prorated refund not to exceed 50% of program fees.

I, the above-named student, as attested to by my parent or legal guardian, as a participant in Duke TIP, do hereby acknowledge, agree, promise and covenant with DUKE UNIVERSITY and its trustees, officers, employees, agents and all other persons or entities, and do hereby release, hold harmless and discharge DUKE UNIVERSITY and its trustees, officers, employees, agents and all other persons or entities involved in Duke TIP from any and all liability for any injury, death, illness, disease and damage to my person or damage to my property which I might sustain while participating in Duke TIP, including but not limited to residential living and travel incidental to Duke TIP, and I execute this release on behalf of and with the specific intent to legally bind myself, my heirs, assigns, personal representative and estate.

I hereby further certify that I will voluntarily participate in Duke TIP and I hereby grant permission to those personnel of Duke TIP to seek emergency medical assistance should the same be required, recognizing that neither Duke University nor any other entity or individual involved with Duke TIP, assumes responsibility for, nor do they have any liability for, the medical assistance and care which may be so selected and provided.

I hereby certify that I have no medical conditions that will prevent my normal participation in the subject event or program. I further understand and acknowledge that no medical insurance benefits will be provided to me during this event, and I certify that I have sufficient health, accident and liability insurance to cover any bodily injury or property damage I may incur while participating in this event and to cover bodily injury or property damage caused to a third party as a result of my participation in this event, as follows:

PARTICIPANT'S RELEASE AND AGREEMENT (cont.)

Participant's Name (printed) _____

I have read this entire 2-page document, understand it completely, and agree to be bound by its terms.

Please Note: Both Participant and Parent/Guardian must sign below.

Signature of Participant

Date

Signature of Parent/Guardian

Date

PLEASE LET US KNOW HOW YOU LEARNED ABOUT OUR PROGRAMS

- Web search for academic summer programs
- Previous knowledge of TIP programs
- Recommended by a previous participant

- School counselor/teacher/administrator
- The brochure that was mailed to my home
- Other (please describe) _____

IMPORTANT DISABILITY-RELATED INFORMATION

Duke University, under the provisions of the Americans with Disabilities Act, is prepared to explore possible coverage and reasonable academic adjustments and accommodations for Duke TIP students. For this purpose, a Duke TIP student must have a physical or mental impairment that substantially limits one or more major life activities such as, but not limited to, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, and learning. Substantially limiting refers to an impairment that prevents an individual from performing a major life activity or significantly restricts the condition, manner or duration under which an individual can perform a major life activity, as compared to the average person in the general population. Impairment does not significantly restrict a major life activity if it results in only mild limitations or restrictions.

Students admitted to a Duke TIP program will receive information in the acceptance packet about the procedure for requesting accommodations. Such requests should be made as soon as possible to initiate the University's process to explore possible coverage and reasonable accommodations under ADA. Duke TIP students are reminded that receiving services and/or accommodations in elementary or secondary schools does not necessarily qualify a student for the same services and/or accommodations at a post secondary institution such as Duke University.

NONDISCRIMINATION POLICY

Duke University does not discriminate on the basis of race, color, national or ethnic origin, gender, handicap, sexual orientation or preference, or age in the administration of educational policies, admissions policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. For further information concerning the University's policy of nondiscrimination, contact the office of the Vice President for Institutional Equity.

CAMPUS SAFETY

Under the federal Campus Security Act (20 U.S.C. 1092f), prospective students may obtain a copy of the University's annual security report by visiting the Duke University Police Department at 502 Oregon Street, Durham, NC or by calling (919) 684-4602. This report includes campus crime statistics and the University's safety and security policies.

**Credit Card
Payment Form**
(Optional – except for
online registrations)

Duke University
Talent Identification Program
Field Studies / Institutes

— Credit Card Payment —
(Please Print Clearly)

CREDIT CARD PAYMENT INFORMATION

Please complete and return this form only if you are paying the nonrefundable application fee by credit card.

Do NOT mail this form separately. If paying via credit card, include this form with all other application materials.

The nonrefundable application fee (\$35.00) will be charged at the time of application.

STUDENT INFORMATION

Duke TIP ID# (if available) _____

Student Name _____
FIRST MI LAST

PAYMENT INFORMATION

Name of Cardholder as it appears on the card (PLEASE PRINT) _____



Cardholder's Billing Address _____

Cardholder's Telephone (_____) _____ — _____

CREDIT CARD AUTHORIZATION

I declare that the above information is correct and complete. I authorize a charge of \$35.00 to my credit card.

Signature of Cardholder _____ Date _____

Type of Credit Card  

Account Number _____

Exp. Date (mm/yy) ____ / ____

