

UNDERGRADUATE ENROLLMENT STEPS

Step 1 - Apply to program partner

Apply to your program partner for your NPP internship or leadership development program.

- Contact your preferred NPP to express your interest. See our list of program partners here: <https://eagle.northwestu.edu/academics/northwest-partnership/current-partner-programs/>.
- Submit your application for the internship or leadership development program to the NPP.
 - Upon acceptance to the Northwest Partnership Program, attend the orientation program facilitated by your NPP.

Step 2 - Apply to Northwest University

Apply for academic enrollment to Northwest University. The NU Admissions staff will assist with questions and help you through the enrollment process.

Apply: northwestu.edu/partnership

Application Deadlines: July 31 (fall term) and December 15 (spring term).

Application Components:

- **Transcripts:** Send official transcripts to Northwest University from all previously attended schools (high school, college, Running Start, AP). Applicants with more than 60 semester/72 quarter credits do not need to submit high school transcripts.
 - Electronic:** “Northwest University”
 - Postal Mail:** Northwest University
Attn: Admissions
5520 108th Ave NE
Kirkland, WA 98033
- Transcripts must be official and sealed by each institution.
- Final, official high school transcripts must note graduation date and cumulative GPA.
- If applicant received military education, Joint Services Transcripts (JST) are required.
- NU will complete a transcript review for student with prior college credits
- **Academics:** If cumulative GPA is below 2.5, an academic statement may be requested.
- **Criminal Offenses:** A background check may be requested per NU policy.

Step 3 - Admission decision and NU account setup

Your completed application for admission will be reviewed within two weeks, but usually sooner.

- Admissions staff will notify the applicant and NPP coordinator of application decision.
- **Email Account:** Upon admittance, set up your NU email account at eagle.northwestu.edu. Please check this account regularly as all correspondence will use the @northwestu.edu email account.
- **Re-Entry Students:** Please contact NPP Admissions for re-entry instructions.
 - Contact the Information Technology Helpdesk to change or reset your NU password.
 - Preferred method: Email help@northwestu.edu.
 - Phone: 425-889-5310 | web help.northwestu.edu.
- **Next Steps:** Your admissions counselors will walk you through your enrollment steps.

Step 4 - Financial aid and tuition payments

The Student Financial Services (SFS) office can assist with payment options.

- **Free Application for Federal Student Aid (FAFSA):** Complete this application online.
 - The application is available beginning October 1 the year before schooling is to begin.
 - Select College: Northwest University, Kirkland, WA (school code: 003783).
- **Monitor your NU email account for any additional needed financial documentation.**
- **Military Benefits**
 - VA Benefits: northwestu.edu/veterans.
 - Active Military Tuition Assistance: Inquire at studentfinancialservices@northwestu.edu.
- **Scholarships and Grants:** NPP is provided at a reduced price and does not offer NU scholarships.
 - Outside Scholarships: Explore scholarship opportunities from civic organizations, faith-based organizations, businesses, and trade associations. Resource: fastweb.com.
 - Some NPP partners offer scholarships when a large number of students are enrolled.
- **View your Financial Aid Offer and Cost Estimate:** Sign the “Financial Aid Terms and Conditions” at eagle.northwestu.edu/My-Profile. Contact the SFS office for changes.
- **Tuition and Fee Payments:** Flexible options are available for payment of tuition and fees.
 - **Pay in Full:** Contact nppfinancialservices@northwestu.edu.
 - **Payment Plans:** Arrange with Student Financial Services.
 - Contact nppfinancialservices@northwestu.edu for directions.
 - Payment plans are generally 3- to 6-month plans, depending on availability, and require enrollment each semester. The enrollment fee is \$75.
 - **Student Loans:** Apply for federal loans and complete the Department of Education Master Promissory Note and Entrance Counseling Forms.
- **Program Fee:** Most undergraduate NPP programs charge a program fee of \$1,300 per semester.
- **Financial Aid Disbursement:** Financial Aid is typically applied to student accounts within the first two weeks of the academic term. Delays may occur if documents are submitted late.
- **Add/Drop Deadline:** Class changes can affect financial aid by lowering eligibility for aid. This can result in some or all aid being returned to the government. It is advisable to contact nppfinancialservices@northwestu.edu before making schedule changes.

Step 5 - Academic Advising and Course Registration

Each student’s assigned academic advisor will guide them throughout their academic program.

- **Academic Advising:** Please schedule meetings via the calendar on the Student Support Page.
- The NPP academic advisor will email a proposed course schedule.
- The student reviews and approves their course schedule.
- The Registrar’s office will register the student for their courses.

Step 6 - Prepare for Classes

- **Purchase Books:** Each course has books available at eagle.northwestu.edu/my-textbooks.
- Review the New Student Orientation resources on the Student Support Page here: eagle.northwestu.edu/academics/online-and-extended-education/npp-advising-team/.
- Access to NU Online is provided six days prior to the first day of class via your NU email.

GRADUATE ENROLLMENT STEPS

Step 1 - Apply at www.northwestu.edu/partnership/apply

Step 2 - Specific requirements for each program and Graduate Enrollment Counselor contact information can be found on our program webpages: northwestu.edu/partnership.

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