



REQUEST TO AUDIT FORM

Step 1: Create your NWTC Student Account, go to www.nwtc.edu/apply

Student ID(Received after you create your account) _____ Date of birth _____

Last Name _____ First Name _____ MI _____

Phone _____ Email _____

☐ 60 AND OVER (discount rates apply) ☐ UNDER 60 (full tuition rates apply)

Class Title	Class #	Catalog Number	Start Date

Student Signature _____ **Date** _____

Anyone wishing to review or to obtain general understanding of a subject could request enrollment in a class as an auditing student, if the student meets the course pre-requisites. As an auditor, you may attend classes, receive a grade of audit (AU), and are not required to take examinations. Audited classes are not considered part of a credit load and cannot be used to satisfy prerequisites or graduation requirements or applied toward financial aid benefits.

Students may audit most levels of classes (Associate Degree, Technical Diploma, or Vocational) at the College. Exceptions include: Community Service (600 level), classes offered at the Artisan & Business Center and designated open-entry, self-paced or online classes which include codes Online, Online Live, or Self Paced.

The College reserves the right to determine certain classes as inappropriate for audit and/or limit the number of auditing students per class.

AUDIT PROCEDURE:

1. Prior to class start, student completes a ***Request to Audit Form***. Student **does not** register for class at this time.
2. Return form to Welcome Center, SC240, Attention: Audit.
3. Auditing requests will be placed on a separate waitlist on a first-come, first-serve basis until the first week of class.
4. Based on space availability, auditor will be slotted into classes during the first week of class.
5. Student will be notified that space is available and the registration process must be completed. Payment is due at time of registration. All class fees apply.

AUDIT REQUIREMENTS:

1. Audit fees are due at the time of registration.
2. Wisconsin Statute 38.24 (4m) provides a program fee exemption if all of the following requirements are met:
 - Student is age 60 or older on the day the class starts or first date of attendance, whichever is later.
 - Student is a resident of Wisconsin or is covered under a reciprocity agreement with another state.
 - Space is available in the class.
 - Exemption is for the program fee portion of class tuition. Student is responsible for material, activity and other miscellaneous class fees.

Student may not change from audit to credit status or from credit to audit status at anytime after enrollment.

FOR OFFICE USE ONLY:	Completed by	Date
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