

ACCEPTANCE CHECKLIST

Welcome Accepted Students. Please read these instructions thoroughly as they must be followed completely.

- _____ Non-refundable \$150.00 Acceptance Fee must be paid by _____
- Pay online via the school's website www.jfkmuhlenbergschools.org or pay by U.S. Postal Money Order/Certified Check only,
 - **NO** personal checks or cash will be accepted.
Make payment payable to: JFK Muhlenberg Snyder Schools

_____ EVERYONE, including students currently attending Union County College, must complete and return the forms listed below. These forms are available online following the link for each form below on the school's website, www.jfkmuhlenbergschools.org. Return by email to nblas@jfkhealth.org or by mail to.

JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, NJ 08840
Attn: Admissions Office

1. [Union County College Application Form](#)
Under Major/Program, depending upon the program you are entering:
 - Enter MHBN – School of Nursing
 - Enter MRAY – School of Radiography
 - Enter MDMS – School of Diagnostic Medical Sonography
2. [Information Card](#)
3. [Authorization Form](#)
4. [Application for Exemption from the College Placement Test](#)
 - All New Jersey public colleges are required to assess the reading, writing and mathematical skills of their students by administering the College Placement Test.
 - The College Placement Test is offered daily. Specific times may be obtained by contacting Union County College's Academic Placement Testing Office, Cranford campus, 908-709-7486.
 - If you feel that you have a valid reason for exemption, please make the appropriate selection, sign and date the form.
 - The JFK Muhlenberg Snyder Schools must receive your test scores PRIOR TO REGISTRATION for courses. Any deficiencies in your basic skills must be remediated before you progress to your other courses. You will need to register for these courses through JFK Muhlenberg Snyder Schools.
 - IF YOU HAVE NOT TAKEN THE COLLEGE PLACEMENT TEST
Complete the acceptance process. Shortly after the Schools receive all your acceptance paperwork, you will be mailed an admission ticket/postcard directly from Union County College. You must have this card with you when you appear to take the College Placement Test.
 - IF YOU HAVE ALREADY TAKEN THE COLLEGE PLACEMENT TEST WITHIN ONE YEAR OF YOUR ACCEPTANCE
Return a copy of your test scores and the Application for Exemption form to the Registration Office, JFK Muhlenberg Snyder Schools.

- _____ **Students currently attending Union County College**
- Arrange to have your most recent official transcript sent to gverneuil@jfkhealth.org Gloria Verneuil, Assistant Registrar. As a student at JFK Muhlenberg Snyder Schools, you will continue to take your general education courses at Union County College and begin your JFK Muhlenberg Nursing/Medical Imaging courses at the JFK Muhlenberg campus.

Students currently enrolled in another institution

- In order to qualify for transfer credit, you must send your final official transcript showing all courses completed at that institution. Your transfer credit will be processed by the Assistant Registrar after you have paid your non-refundable acceptance fee.

Send transcript by mail to: **JFK Muhlenberg Snyder Schools**
P.O. Box 4649
Metuchen, NJ 08840
Attn: Registration and Enrollment Office

Send Electronic Transcripts to: cmccoy@jfkhealth.org

- Awarded credit may be viewed through Union County College <http://webservices.ucc.edu>, by selecting Program Evaluation.

Financial Aid Application

- If you are interested in applying for any kind of student financial aid (grants, students' loans, parent loans and scholarships), you must complete the enclosed Institutional Information Form provide with the original mailed package and return the form to:

JFK Muhlenberg Snyder Schools
P.O. Box 4649
Metuchen, NJ 08840
Attn: Financial Aid Office

- You can then complete the FAFSA form online at www.fafsa.gov, the Schools' **Financial Aid code is 006421**. The Student Aid Report (SAR) will be automatically sent to the school and the student will be notified by email with instructions on downloading a copy for themselves. Student Financial Aid Award letters will be mailed to all eligible students when all requested documents are completed by the student, and as government funding permits. Financial Aid/Loans are deducted at time of billing and students are required to pay the balance at time of billing. Students are informed by the Financial Aid Office of their total aid/loans, and are also informed by the Students Accounts Office that they must compare Award Letters to bills and pay any remaining balances by billing due dates.

Personal Health Insurance - **MANDATORY**

- Personal Health Insurance is required for all JFK Muhlenberg Snyder School students. Please be advised that Union County College no longer offers personal health insurance, and this must be purchased independently. **All** JFK Muhlenberg Snyder Schools Health Programs require Health Insurance to attend clinical classes for granted Nursing students to enter the Residence Hall.

Personal Health Insurance information must be given to Kate Fredericks, RN, Student Health Clearance, in person or emailed to kfredericks@jfkhealth.org. Click here for more information on [Health Care Insurance](#).