

# Enrollment Request for Minors Under Age 16

## Signed forms must be attached to student registration form.

To be completed for individuals under 16 and/or high school students requesting enrollment in courses not subject to the compulsory school attendance law (Wisconsin Statute 118.15). The signed form must be submitted to the WCTC Registrar for approval prior to registration.

Prior to registration in a course, please complete the following information:

Student name \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

Course title \_\_\_\_\_ Course/CRN \_\_\_\_\_ Hours of course \_\_\_\_\_  
(Must be outside of normal school day)

Reason for request to enroll in this course \_\_\_\_\_

## Required signatures

High school student or student under age 16: Have this portion signed by parents and principal (if required).

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

WCTC Registrar \_\_\_\_\_ Date \_\_\_\_\_

School principal signature required for motorcycle safety courses:

School principal \_\_\_\_\_ Date \_\_\_\_\_

Refunds for cancelled courses or student-initiated withdrawals will be made payable to the enrollee.

No enrollment under these administrative guidelines shall pertain to high school credit.

Submission of Form:

- Presented in person to Registration, C019
- Fax to 262.691.5123
- Mail to WCTC Registration, 800 Main St., Pewaukee, WI 53072



## Academic Procedure Student Minimum Age Requirements for Enrollment STU-100-01

**Registration and Records**  
800 Main Street, room C-019  
Pewaukee, WI 53072  
262.691.5578 (Phone); 262.691.5123 (Fax)  
WebReg@wctc.edu

### General eligibility requirements for students attending a technical college in Wisconsin are:

- Residency in the state of Wisconsin (Non-residents may attend at the resident tuition rate if the WCTC Registrar approves the enrollment.)
- The individual must be 16 years of age or over. For persons under age 16, the following conditions must be met for the person to attend WCTC:
  - The Registrar must grant approval for the student to enroll.
  - The courses must not lead to the student's high school graduation as defined by the Compliance with the Compulsory School Attendance Law, Section 118.15.
  - Enrollment must comply with WCTC's credit and non-credit courses available for students under 16 years of age. Students under 16 years of age will not be allowed to enroll in the following type of courses due to safety, certification, licensing, or policy requirements:
    - Emergency medical technician courses.
    - All nursing and allied health core courses.
    - Classes involving hands-on applications for skill development in areas identified as hazardous in Chapter 70 Wisconsin Code (Ind. 70.03(3e)). Hazardous areas include bakery machines; brick, tile, and kindred products; mining; explosive usage; use of hoisting apparatus; logging; motor vehicle drivers (see \* below regarding motorcycle classes) and outside helpers; use of radioactive substances; wrecking or demolition; usage of firearms; manufacturing or processing, etc.
    - Fire training courses.
    - Effective 8/21/2014, Certified Nursing Assistant (CNA) students must turn 16 by the beginning date of the class.
    - Alcohol and other drug abuse core courses.
    - Human services core courses.
    - Basic education, including high school completion, basic skills courses, and English as a Second Language, unless contracted with the school district. This includes ACT test prep classes.
    - Child care core courses.
    - Non-credit Family and Consumer Education (Department 43) courses require department approval. (Cooking, sewing, arts and crafts, etc.)
    - Law enforcement courses (contract or recruit-specific training).
  - The individual has the written permission of his/her parent or guardian.
  - The individual will not be attending during the hours of the normal school day established under 119.18(7) or 120.12(15) of the Wisconsin statutes.
  - The student has completed a Request for Enrollment form prior to the start of semester or class.
    - State reason for enrollment request.
    - Note hours of course.
    - Signature of parent/guardian.

\* An individual who is at least 15 years and 6 months of age (prior to the start of class), who satisfies the other requirements for admission and who obtains a letter from his/her high school principal recommending he/she be permitted to attend the college in order to take a course in motorcycle safety is eligible to take a course in motorcycle safety. The individual under the age of 16 who takes a course in motorcycle safety must use a motorcycle provided by WCTC for the course.

