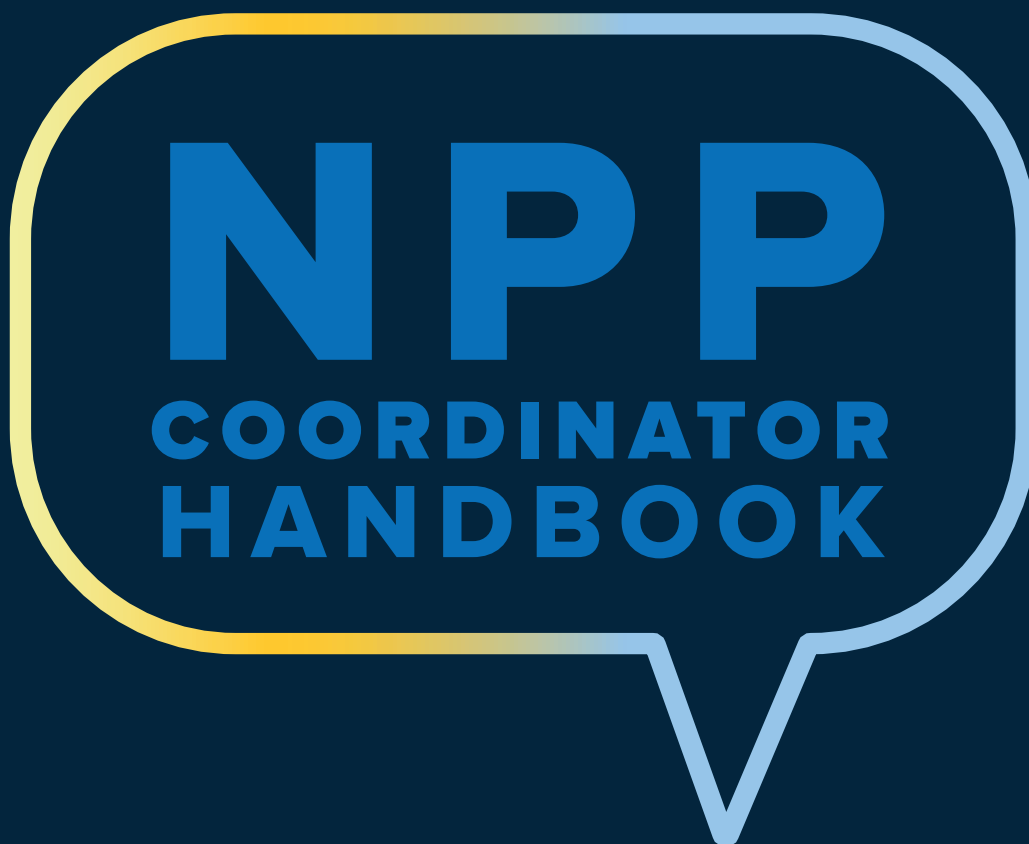




Northwest
UNIVERSITY

NORTHWEST PARTNERSHIP PROGRAM

2023-2024



NPP CORE VALUES

SIX PRINCIPLES THAT GUIDE OUR WORK

Christ-Centered

Align every conversation, every course, and every decision with the way of Jesus.

Innovative

Find a more creative way to get it done. The operative word is not “if” but “how.” All ideas are welcome at the table.

Accessible

Deliver high-quality education in a variety of geographic, cultural, and demographic spaces. Expand educational opportunities for those who may be underserved.

Collaborative

Promote an open community of co-laboring within Northwest University and amongst organizations of like mission.

Service-Oriented

Deliver superb service to our partners and their students, empowering them to fulfill their mission.

Outstanding

We don't just get the job done; we do the work better every time we do it. Great ideas deserve great implementation.

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THE NORTHWEST PARTNERSHIP PROGRAM

Staff and Support Personnel

CENTER FOR ONLINE AND EXTENDED EDUCATION (COEE)

Joshua Ziefle	Dean, College of Ministry	425-889-5211	joshua.ziefle@northwestu.edu
Dan Laurenzo	Director, NPP	425-889-5252	dan.laurenzo@northwestu.edu
Bekah Ruiz	Assistant Director, NPP	425-889-5344	bekah.ruiz@northwestu.edu
Jessica Herbison	Director, COEE Student Success and Advising	425-889-7825	jessica.herbison@northwestu.edu

ENROLLMENT

NU Admissions	425-214-4889 (text) NPPAdmissions@northwestu.edu 425-889-6330 (office)
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STUDENT SUPPORT AND ADVISING

Steven Gabel	NPP Student Support Specialist, Last Names A–M	425-889-6187	NPPAdvising@northwestu.edu
Carissa Winslow	NPP Student Support Specialist, Last Names N–Z	425-889-6386	NPPAdvising@northwestu.edu

STUDENT FINANCIAL SERVICES

Jeremy Jones	NPP Financial Services, Last Names A–F	425-889-5325	NPPFinancialServices@northwestu.edu
Crista Salgado	NPP Financial Services, Last Names G–N	425-889-5323	NPPFinancialServices@northwestu.edu
Celeste Vargas	NPP Financial Services, Last Names O–Z	425-889-5326	NPPFinancialServices@northwestu.edu

OFFICE INFORMATION

COEE Office	425-889-7825
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ADDRESS

Northwest University
Center for Online and Extended Education
P. O. Box 579
Kirkland, WA 98083

CAMPUS INFORMATION

Information Technology	425-889-5310	help@northwestu.edu
Library	425-889-5266	
Registrar	425-889-5228	Graduation@northwestu.edu Registrarsoffice@northwestu.edu
Provost's Office	425-889-5237	

Coordinator Job Description

1. Promotes program and recruits prospective students.
2. Completes ongoing coordinator responsibilities.

Promotion

- Submits Promotion Plan to NU.
- Maintains materials needed to follow through with plan.

Enrollment

- Assists students through the enrollment process: submitting the church or organization and NPP applications, requesting transcripts, filling out the FAFSA, completing financial aid documents and assisting with other material as needed.
- Assists students in ordering textbooks as needed.

Orientation and Graduation

- Plans and prepares appropriate materials.

Advising

- Reports to NU which students will continue to next semester.

Internship/Practicum

- In coordination with director, develops internship overview, internship application, weekly schedule.
 - Submits Practicum Report to NPP@northwestu.edu at beginning and end of each 15-week semester.
3. Completes NU surveys and self-evaluations each semester.
 4. Serves as primary liaison for communication between NU personnel and students.
 5. Provides academic support to students.
 - Study hall or writing center as needed.
 - Special support for special success students.
 - Checks grades on NU Online throughout semester.
 - Directs students to online study tools.
 6. Attends annual conference at NU in Seattle, Washington, area each January.
- Qualifications:** Bachelor's degree preferred and director job description.

Director Job Description

1. Recruits prospective students.
2. Represents NPP to their organization and leadership board.
3. Oversees internship design.
4. Oversees intern meetings and service area evaluations.
5. Submits updated materials to NU yearly.
6. Reports disciplinary issues to NU (when applicable).
7. Attends annual NPP Leadership and Training Conference at various NPP Partner locations each spring.

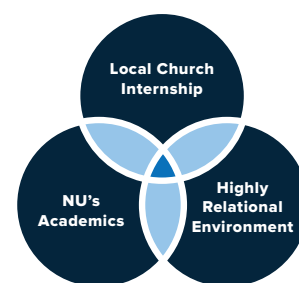
WHAT IS THE NORTHWEST PARTNERSHIP PROGRAM?

NU Comes to You – The Northwest Partnership Program (NPP) is a unique partnership between Northwest University and your church or organization. Through the NPP, Northwest University comes to you. NPP students earn college credits toward AA, BA, and MA degrees that can be completed at your NPP, at Northwest University's Kirkland campus, or even transferred to other public and private colleges or universities, all from home, while undergraduate students serve in their local church or organization's internship program (if they choose to).

Northwest University – NU is a Christian university affiliated with the Assemblies of God located in Kirkland, Washington. NU was founded in 1934 and has more than 20 years of experience in nontraditional education. Our goal is to provide a quality Christian education that prepares leaders for the new horizons of this ever-changing world.

Academics, Internships, Relationships – The NPP blends the best of what Northwest does (accredited academics) with what local churches and ministries do best (practical leadership training) in the environment of life-changing relationships found in local churches and nonprofit organizations.

Why Does NU Provide the NPP? – Our goal is to help develop a new generation of leaders with accessible, low-cost, high-quality education from a faith-based perspective. More specifically, we want to help the next generation of leaders discover their call while cultivating the Christian perspective and leadership skills needed to carry out that call.



NPP Growth – The NPP started in the fall of 2014 with 10 active NPP partners and 100 students in four states. The NPP now has close to 100 partners with hundreds of students in 20 states and continues to grow.

Many Kinds of Partners – Although originally designed to partner with local churches, the NPP also partners with other local ministries and nonprofit organizations who have internships, leadership development, or staff development programs (such as Seattle Union Gospel Mission).

Accreditation

Accreditation is what Northwest University brings to the partnership. NU is accredited by the Northwest Commission of Colleges and Universities. Regional accreditation is the highest level of accreditation available and has the following benefits:

- **Courses Transfer** – All courses taken through the NPP typically transfer to other public and private colleges and universities.
- **Federal Financial Aid** – The NPP is eligible for federal financial aid.
- **No Asterisks** – All courses taken and degrees earned through the NPP are the same courses and degrees students earn on our Kirkland campus. There are no asterisks on transcripts.
- **Transfer Students Welcome** – Northwest welcomes students with previous college experience from other accredited colleges and universities. We also consider previous credits from nonaccredited institutions. Previous credits earned count toward NU degrees.

Academics and Academic Structure

Online Program – The NPP is an online program with several unique and significant benefits.

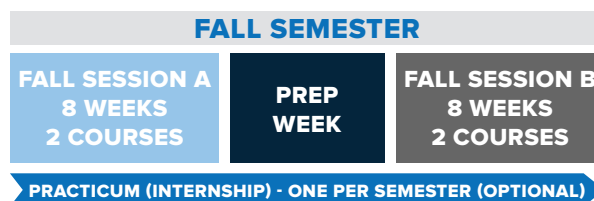
- Students may complete any degree by taking only online classes.
- There is no minimum number of students required to start an NPP. You can start your NPP with as little as one student.
- An on-site NPP coordinator provides personal support in student orientation and academic success.
- For larger NPPs (instructional sites), there is an option of hosting live classes as part of the online experience (see below).

Available Degrees – NPP partners can offer any of the following degrees through their program:

- | | |
|--|--|
| • Master of Arts in Bible and Theology | • Master of Science in Nursing |
| • Master of Arts in Clinical Mental Health Counseling | • Master in Teaching (<i>Grow Your Own, WA only</i>) |
| • Master of Arts in Community and Economic Development | • Bachelor of Arts in Business Management |
| • Master of Arts in International Community Development | • Bachelor of Arts in Communication |
| • Master of Arts in Leadership Studies | • Bachelor of Arts in Humanitarian Leadership |
| • Master of Business Administration | • Bachelor of Arts in Interdisciplinary Studies |
| • Master of Education (<i>subject endorsements only</i>) | • Bachelor of Arts in Ministry Leadership |
| • Master in Ministry | • Bachelor of Arts in Organizational Leadership |
| • Master of Science in Data Analysis and Research Psychology | • Bachelor of Arts in Organizational Management |
| • Master of Science in Information Technology Management | • Bachelor of Arts in Psychology |
| | • Associate in Arts |
| | • Associate in Ministry Leadership |
| | • Certificate in Ministry Leadership |

Academic Program Structure – The NPP runs on a 15-week semester system, with each semester divided into two seven-week sessions (Session A and Session B).

Full-Time Students – Our graduate degrees range from 30–60 credits which typically takes one to two years to complete, taking one course at a time. Full-time undergraduate students take two three-credit courses per session (four courses per semester)—plus an optional three internship credits—for a total of 15 credits per semester. The typical associate degree takes two years for a full-time student (60 credits). The typical bachelor's degree takes four full years (120 credits).



NPP Courses

NU Online – All NPP courses are hosted by NU Online, a web-based learning management system. NU Online courses include NPP students, online NU students, and some traditional NU students. The benefits of NU Online include:

- **Accessible 24/7** – Anywhere the student can access the internet.
- **Flexible** – Since there are no set class times, students have the freedom to fit their academics into their internship and personal schedules. In our HyFlex graduate degrees, there are some in-person components.
- **Consistent Schedule** – Every NPP course follows the same weekly assignment schedule. With each new class, students are free to focus on learning new content, not a new class structure. Here is the assignment schedule for the typical NPP course (weeks one–six):
 - Monday through Wednesday – Reading and Viewing Assignments
 - Wednesday – Reading and Viewing Practice Quiz
 - Thursday – Reading and Viewing Quiz
 - Thursday – Discussion Post
 - Saturday – Replies to Discussion Posts from Other Students
 - Sunday – Applied Learning Activity (ALA – usually an essay)
 - Week Seven – Summative Project

Typical NU Online Classes (Section) – An individual NU Online class is called a “section.” A typical NU Online class is made up of 15–20 students from across the United States. For students who register prior to July 15, we’ll do our best to put them into the same section with those from the same NPP Partnership.

NPP Instructors

NPP Instructors must have an accredited master’s degree in the area in which they teach. Adjunct instructors use NU’s preapproved learning outcomes, textbooks, and assignments. Northwest will consider qualified adjunct instructors from your local church or nonprofit organization. (Keep in mind we have a high volume of potential adjuncts and a limited number of classes to teach.)



Personal Elements

Personal Elements of the NPP – Although the NPP is an online program, it has several significant personal elements that make a huge difference for the student experience.

- **NPP Coordinator** – The NPP coordinator typically leads weekly study halls, helps students use the academic support tools (see below), and provides the personal, face-to-face support lacking in most online programs.
- **Internship Training** – Most NPP partners have weekly leadership training and intern meetings included in their NPP programs. These meetings often provide a great debrief and application of NU courses. Students find they are applying what they learn in class through focused and guided internship service.
- **Discussion Groups** – Because some NPPs have multiple students taking the same course at the same time, weekly discussion groups led by on-site staff are always a good option.

Academic Support Tools

Academic Support Tools – Our primary goal at NU is the academic success of your NPP students. Academic support—both on-site and online—is key to this academic success. NU staff advises students on which courses to take and monitors students' grades. NU staff partners with the NPP coordinator, who provides personal support for students through accountability and help in using NU's many academic success tools, which are always available online. These tools include:

- **Online Writing Center** – Students are able to submit rough drafts of essays online for editing and suggestions.
- **Online Tutoring** – Students have 24/7 access to online tutoring in every subject through Smarthinking (both live chat and via email).
- **NU Library Online** – Students have 24/7 access to the NU library's extensive collection of e-books.
- **NU Reference Librarians** – Students have 24/7 access to online reference librarians for research and essay writing help.

Internships and Practicum

College Credit for Internships – NPP practicums are an important and distinctive aspect of the NPP (undergraduate programs), allowing students the option of earning three college credits for each semester of training in the local NPP partner's internship program for free. (Internship refers to the local leadership development program; practicum refers to the mechanism NU uses to award credit).

Basic Principles – NPP Partner Internship Programs

- **Freedom** – NPP partners are free to design and run their internship programs. That is your part of the partnership.
- **Support** – Of our over 80 NPP partners, most already run internship programs. We will put you in contact with partners already running the kind of program you are dreaming of or designing.
- **Balance** – NPP partner internship programs are vigorous, but still provide time for students to invest in their academic work. The typical NPP internship takes 8–12 hours a week. The typical NU Online course takes 15–17 hours per week.
- **Self-Discovery** – The NU academics and local internship are designed to work together, helping the student discover their gifts and God’s call through study, service, and reflection.
 - First-year interns rotate through different ministries.
 - Second-year interns typically focus on the area of ministry to which they feel drawn in their first year.
 - Third- and fourth-year interns lead areas of interest.

Basic Requirements for Practicum Credit

- 8–12 total hours in internship per week (including intern meetings, chapels, leadership training, and internship service).
 - Four hours (of the 8–12 total) serving in ministry area per week (including prep).
- An opportunity for weekly reflection on internship in an intern meeting, an internship journal, or both.

Typical Elements of NPP Partner Internship Programs Include:

- Leadership Training Classes.
- Weekly Chapels and Prayer Times.
- “Adulting” Classes for Life After Graduation.

Typical Internship Weekly Schedule

	MORNING	AFTERNOON	EVENING
MONDAY	Day Off – Work Study Rest		
TUESDAY	Chapel	Internship Training Classes	Free Time or Study Hall
WEDNESDAY	Internship Training Classes	Study Time	Class or Study Hall Practice Quiz Due
THURSDAY	Church Staff Meeting	Intern Meeting and Prep Intern Family Dinner	Internship Service Quiz and Discussion Post
FRIDAY	Day Off – Work Study Rest		
SATURDAY	Day Off – Work Study Rest		
SUNDAY	Serve One Service Attend One Service	Break Work Study Rest	Weekly ALA (Essay) Due

NPP On-Site Staff (Coordinator, Director, and Academic Coach)

The NPP Coordinator – All NPP partners have an on-site staff person (paid or volunteer) from the local church or ministry. The coordinator is NU's primary on-site contact and provides direct student support in the enrollment process and their academic pursuits. The coordinator typically has a bachelor's degree as well as experience working with young adults.

The NPP Director – Some NPP partners have a director who oversees the internship, represents the program to the church, and recruits students. Often, one person can fill both coordinator and director roles.

The NPP Academic Coach – Some NPP partners have a separate academic coach who provides face-to-face academic accountability and support in using the online academic success tools. Most NPP partners have the coordinator fill this role.

NU Kirkland Staff – NU staff take care of the enrollment process (admissions, financial aid, advising students on what classes to take, and getting them registered in their classes) as well as academic and administrative support throughout the year. That leaves our partners free to build supportive relationships and focus on internship training.

Types of Students

Who Can Be an NPP Student – Although designed for student-interns in their 20s, your NPP is a benefit you can offer many types of potential students in your local church or nonprofit organization.

- **Full-Time Students/Interns** – The typical NPP student is a 20-something serving and taking NU courses on a full-time basis.
- **Flex Students** – Flex students are adult learners who may or may not be receiving practicum credit. Students with families and jobs find the NPP enables them to finish their degrees and still fulfill these other responsibilities. Flex students pay the program fee.
- **Church Staff** – Many NPP partners offer the NPP as a staff benefit, allowing staff to finish a degree and maintain other responsibilities.
- **Non-Student Interns** – Some interns will not be NU students, and that is fine with us. Our goal is to be a useful part of your internship program, not to take it over. We do not require all interns from NPP partners to be NPP students in order to become an NPP partner.

NPP Hubs

Formal or Informal NPP Hubs – An NPP hub is a group of churches or non-profit organizations combining resources to better serve students. A formal NPP hub is comprised of a group of NPP partners joining together to host classes, combined student orientations, and other events. An informal NPP hub has only one NPP partner that serves as the academic host for students from other (non-NPP) churches in the hub. In an informal NPP hub, students do internships through their own church or ministry; the NPP partner provides academic support.

NPP Costs

Student Costs – Graduate NPP programs cost \$595–\$836 per credit. The undergraduate NPP programs cost \$320 per credit, with an optional NPP program fee of \$1,300 per student per semester, for a total cost of \$10,280 per academic year (\$7,680 without the NPP program fee).

Program Fee – Most NPP undergraduate students pay a \$1,300 program fee, per student, per semester. The fee is collected by NU, then sent via check to the local church to offset the costs involved in operating and developing an NPP. This fee is optional. This fee is eligible for federal financial aid.

Church Costs – The NPP program is paid for by students, without direct cost to the church. Students pay for their education and the program fee helps pay for the costs associated with offering the NPP.

Financial Aid – NPP students are eligible to receive federal financial aid (grants and loans) for tuition costs. Once students fill out a FASFA, NU will determine the level of financial aid for which they qualify.

The NPP Scholarship – NPP partners earn a scholarship based on the number of students (full-time equivalent or FTE) taking NU courses through their program each year. This “scholarship” is a discount for one or more students toward any online NU bachelor’s program or NU master’s program. Here is the breakdown:

NPP STUDENTS (FTE)	PERCENT DISCOUNT ON ONE ONLINE TUITION
3.0–8.9	25%
9.0–15.9	50%
16.0–21.9	75%
22.0–25.9	100%
26.0–32.4	100% + 25%
32.5–38.9	100% + 50%
39.0–45.4	100% + 75%
45.5–51.9	100% + 100%
52.0–58.4	100% + 100% + 25%

Instructional Sites

Instructional Sites – An NPP partner averaging 20 or more students (FTE) on a regular basis may be approved as an NPP instructional site. Instructional sites enjoy many benefits, including greater freedom in offering live classes and in their promotional language.

Hosting a Class With a Live Instructor – NPP instructional sites may host classes with a live instructor if 10 or more students are enrolled in a specific course. NPP partners can also combine students to host a class. These courses are still supported by NU Online.

Instructional Site Coordinator – Once an instructional site averages 40 or more students, Northwest will hire (and pay for) your coordinator as a part-time NU staff person.

HYFLEX DEGREES

These degrees are offered live. Students will participate in short intensives periodically every semester either in person in Kirkland, Washington, or via Zoom and work remotely on coursework throughout the semester. Applicants pay a \$30 application fee. The deposit charged is accredited toward tuition. NPP partners will receive a program support payment (PSP) for each student enrolled through their partnership once the tuition is paid. The PSP will be the equivalent to the number of credits of tuition paid multiplied by 10% of the per credit cost for College of Ministry online graduate courses (\$186 per three-credit course).

Degree	Enrollment Contact	Credits	Cost Per Credit	Program Start Date	Application Deadline	Additional
MA Leadership Studies	comgradinfo@northwestu.edu	36	\$622	2023 Jan. 9, May 8, Aug. 28	Applicants reviewed throughout the year.	\$60 fee per semester.
MA Bible and Theology	comgradinfo@northwestu.edu	36	\$622	2023 Jan. 9, May 8, Aug. 28	Applicants reviewed throughout the year.	\$60 fee per semester.
MA Ministry Leadership	comgradinfo@northwestu.edu	36	\$622	2023 Jan. 9, May 8, Aug. 28	Applicants reviewed throughout the year.	\$60 fee per semester.
Master in Education	morgan.nickson@northwestu.edu	30–36	\$870	2023 Jan. 9, May 8, Aug. 28	June 15 for August start.	\$75 fee per semester. - WA state only. - English Language Learner or Special Education Teacher endorsement as stand-alone or part of MEd.
Master in Education - Subject Endorsement	morgan.nickson@northwestu.edu	7–20	\$490	2023 Jan. 9, May 8, Aug. 28	June 15 for August start.	- WA state only. \$75 fee per semester. \$700 fee.
Master in Teaching	morgan.nickson@northwestu.edu	30	\$1,025	2023 Aug. 28	June 15	- Two-year tuition lock. - Classes once a week.
Master of Business Administration	stephen.waggoner@northwestu.edu	36	\$916	2023 Jan. 5, Aug. 22	Fall: August 1 Spring: December 1	- Two-year tuition lock. - Classes once a week.
Master of Science in Information Technology Management	stephen.waggoner@northwestu.edu	36	\$992	2023 Aug. 22	Fall: August 1 Spring: December 1	- Two-year tuition lock. - Classes once a week.



ONLINE DEGREES

These degrees are offered online. Coursework is completed asynchronously. Applicants pay a \$30 application fee. The deposit charged (typically \$150; \$350 for ICD) is accredited toward tuition. Tuition is due Tuesday prior to start date for MALS, MABT, MIM, MBA, ICD, and MSN. Tuition due approximately three weeks after start date for CMHC and MSDARP. NPP partners will receive a program support payment (PSP) for each student enrolled through their partnership once the tuition is paid. The PSP will be the equivalent to the number of credits of tuition paid multiplied by 10% of the per credit cost for College of Ministry online graduate courses (\$186 per three-credit course).

Degree	Enrollment Contact	Credits	Cost Per Credit	Program Start Date	Application Deadline	Additional
MA Leadership Studies	comgradinfo@northwestu.edu	36	\$622	2023 Jan. 9, March 6, May 8, July 3, Aug. 28, Oct. 23	Applicants reviewed throughout the year.	\$60 fee per semester. - Ministry Development & Organizational Management Cognates.
MA Bible and Theology	comgradinfo@northwestu.edu	36	\$622	2023 Jan. 9, March 6, May 8, July 3, Aug. 28, Oct. 23	Applicants reviewed throughout the year.	\$60 fee per semester.
Master in Ministry	comgradinfo@northwestu.edu	30	\$622	2023 Jan. 9, March 6, May 8, July 3, Aug. 28, Oct. 23	Applicants reviewed throughout the year.	\$60 fee per semester.
Master of Business Administration	stephen.waggoner@northwestu.edu	36	\$836	2023 Jan. 9, Aug. 28	Applicants reviewed throughout the year.	\$60 fee per semester.
MA Clinical Mental Health Counseling	daniela.steinkamp@northwestu.edu	60	\$677	2023 Aug. 28	January 31 and April 1. Later applicants reviewed if space is available.	- Best for those seeking licensure in WA. - Three four-day residencies on the Kirkland, WA, campus.
MA International Community Development	icdinfo@northwestu.edu	36	\$727	2023 Jan. 9, Aug. 23	Apply December 1–May 1. June–August applicants reviewed if space is available.	6–8 credits per semester. - Two international trips.
MA International Community Economic Development	icdinfo@northwestu.edu	36	\$767	2023 Jan. 9, Aug. 23	Apply December 1–May 1. June–August applicants reviewed if space is available.	6–8 credits per semester. - Two international trips.
MS Data Analysis and Research Psychology	daniela.steinkamp@northwestu.edu	36	\$598	2023 Jan. 9, May 8, Aug. 28	Applicants reviewed throughout the year.	- One class at a time for eight weeks. - Includes two one-week trips to a U.S. city
MS Nursing	mekha.thyparambil@northwestu.edu	36	\$595	2023 Aug. 28	May 1 June–August applicants reviewed if space is available.	- Optional mission trip. - Practice experiences near you. - No deposit. - Various fees.

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 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.

COORDINATOR FIRST STEPS

New Partner Checklist

☐ **First Week**

Return the following to npp@northwestu.edu: MOU, NU volunteer application with resumé, W-9.

☐ **First Month**

Review coordinator handbook. Send NPP promotion/recruiting plan to npp@northwestu.edu.

☐ **Second Month**

Send internship documents to npp@northwestu.edu.

☐ **Third Month**

Send website/social media links and all promotional material to npp@northwestu.edu.

☐ **End of Third Month**

90-day Check-in (optional) – Review plan for promotion, internship documents, website and promotional material.

Month One - Promotion Plan

The first step toward enrolling students in your Northwest Partnership Program is to plan how you will inform potential students and their parents about your Internship Program/Northwest Partnership Program. The purpose of this worksheet is to help NPP partners develop a plan to promote their program and recruit potential students (and their parents) for the upcoming semester. You can use as many or as few of these ideas as you think will fit your program or add ideas and share them with us.

- **Personal Relationships** - The personal relationships you have with potential students and their parents are by far the most effective part of a promotional plan. Make a list of students you already know who might be interested in your program or who you think would benefit from NPP.
- **Identify Your “Best Fit” Student** - Your NPP is open to anyone qualified to pursue an associate, bachelor’s, or master’s degree. High school graduates and young adults are a great fit for a combination internship/academic program. Think through some of the benefits of a NPP educational experience. They can become your “talking points” with potential students and their parents. Here are some ideas:
 - Personal support from coordinator.
 - Personal online tutoring.
 - Excellent online academic tools.
 - Practical ministry training.
 - Practical life-skills training.
 - Smaller classes.
 - More manageable step into college.
- **Create a Promotional Schedule** - Here are some ideas and questions to think through for promoting your program.
 - Make announcements during worship services. Include videos or interviews.
 - Ask to share at youth and young adult meetings.
 - Offer informational meetings for parents and prospective students (see next section).
 - Decide where to display your Intern Program and NPP material.
 - Provide a booth at educational/ministry events in your area.
 - Identify other churches or organizations with whom you may partner.
 - Offer incentives to students who bring friends to your program.
 - Produce promotional videos for your program.

- **NPP Info Meetings/Parent Meetings** - Parents may have difficulty understanding the idea of a quality accredited education offered in a noncollege setting. Informational meetings aimed at potential students and parents is a way to lend credibility to the academic part of your program. Here are some elements you may include:
 - Distribute your internship application and NU's NPP printed and video promotional materials.
 - Q&A with an NU representative – The director of the NPP can attend in person or by video conference (please notify us in advance).
- **Website and Social Media** - Your website and social media platforms can be great resources, but you must be careful to accurately represent the program. The NPP is an online program, and any advertising by our partners must accurately represent the program. Advertising cannot give the impression that NU is opening up a campus at your facility or that you are offering the degrees. Anything that you develop, particularly for websites and social media, needs NU approval. How might you use the following for promotion and recruiting?
 - Church or organization website.
 - Facebook, Instagram, or YouTube.
- **Submit Promotional Plan**

Here is a sample Promotional Plan for reference:

NPP Promotional Material

- Develop Internship application next month.
- NPP table banner (from NU).
- NPP postcards and viewbooks (from NU).

Overall Promotional Schedule

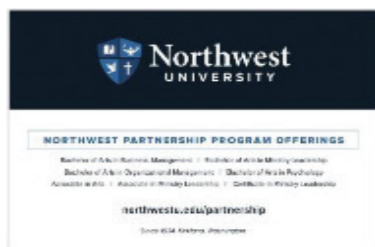
- NPP Announcement at weekend worship every first Sunday of the month (Jan–June).
- NPP table at Welcome Center during weekend worship (Jan–June).
- NPP informational meeting for potential students/parents (Second Sunday of Feb, April, June).
- NPP informational meeting for local youth pastors and interested churches (First Tuesday of March and May).

Website and Social Media

- NPP page on church or organization website (please send NU the link).
- NPP Facebook and Instagram – Launch January 2024 if intern available to manage them.

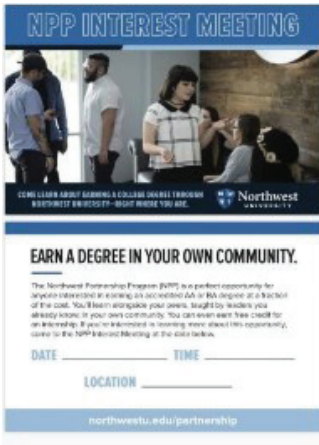
Printed NPP Material

Northwest has excellent printed material to help you promote your program and recruit students.



INQUIRY CARD

- Provided in promo box.
- Request more at npp@northwestu.edu.



INTEREST NIGHT CARD

- Provided in promo box.
- Request more at npp@northwestu.edu.



TABLE-TOP BANNERS

- 11" x 17"
- Request from npp@northwestu.edu.



FLOOR BANNERS

- 31" x 81"
- \$189.99
- Order through FedEx or other vendor.



TOUCH CARD

- Provided in promo box.
- Request more at npp@northwestu.edu.



NPP VIEWBOOKS

- Provided in promo box.
- Request more at npp@northwestu.edu.



NU SWAG

- NU's Store @ Sideline BSN Sports.



NPP Promotion and Recruitment Planning Worksheet

Due every January 15 to npp@northwestu.edu.

Check your website links for accuracy on our current partners page.

Promotion Plan for Early Spring - For students starting next fall semester.

Promotion (Jan.), Events (Jan./Feb.), Follow-up (March)

WHAT? (announcement, student interview, video, etc.)	WHERE/HOW? (worship service, youth group, email, social media, church webpage, bulletin, connect desk, etc.)	WHEN?
Interest Meeting Announcement		
Interest Meeting(s)/Preview Days		
Follow-up on Inquiries		

Promotion Plan for Late Spring - For students starting next fall semester.

Promotion (Apr.), Events (Apr./May), Follow-up (June)

WHAT? (announcement, student interview, video, etc.)	WHERE/HOW? (worship service, youth group, email, social media, church webpage, bulletin, connect desk, etc.)	WHEN?
Interest Meeting Announcement		
Interest Meeting(s)/Preview Days		
Follow-up on Inquiries		

Promotion Plan for Fall - For students starting next spring or fall semester.

(Optional early bird) Promotion (Sept./Oct.), Events (Oct., Nov.), Follow-up (Nov./Dec.)

WHAT? (announcement, student interview, video, etc.)	WHERE/HOW? (worship service, youth group, email, social media, church webpage, bulletin, connect desk, etc.)	WHEN?
Interest Meeting Announcement		
Interest Meeting(s)/Preview Days		
Follow-up on Inquiries		

Month Two - Internship and Practicum for Undergraduate Students

New NPP partners set up their internship application, intern overview, and weekly schedule in their second month as an NPP partner. Returning NPP partners make annual adjustments to internship documents by January of each year, so they are ready to recruit new students for the coming fall. This worksheet will help you produce the internship documents for your program.

Internship vs. Practicum - The Internship Program refers to the ministry training program run by the NPP partner. Practicum refers to the NU “class” your students take so that NU can award credit for internship learning. NU can only award credit for the assessed and documented learning that takes place in an internship, not just the experience.

STEP 1: Design Your Internship Application

The first step is to develop your internship application. Your internship application has two parts: an overview of your program, and an application to your program. Visit eagle.northwestu.edu/academics/northwest-partnership/internship-and-practicum for example internship applications from other NPP partners.

Your internship application is a separate document from the Northwest University application. This is essential for the following reasons: Northwest does not accept an NPP student until that student is first accepted into the local internship program. You need a well-defined internship program with a clear acceptance process. Secondly, your internship application clearly indicates the separation between your internship program and the academic courses and degrees offered by Northwest. This is essential for our accreditation. Northwest University, and not the local organization, offers all academic courses and grants all degrees.

The NPP application is simple and online.

Internship Application Elements

- **Logo and Branding** – What is the name of your internship program? Do you have a logo? Feel free to use the NU logo (eagle.northwestu.edu/departments/marketing for quality versions) in coordination with the phrase “in partnership with.”
- **Internship Levels** – Briefly describe the levels of internship available and the expectation on each level. Most NPP partners find three levels of internships to be most helpful. We describe them as “levels” and not “years” because you may start any or all of your interns at level one, two, or three, depending on the needs of the student and your internship program.
 - Level 1 Internship – The service area tour.
 - Level 2 Internship – Serving in one specific area.
 - Level 3 Internship – Leading in one specific area.
 - Level 4 internship – Typically reserved for pastors, seasoned leaders, etc.
- **Weekly Internship Schedule** – Your weekly internship schedule is the best snapshot of your program (see template on next page).
- **Student Biographical Information/Essay** – Since NPP students are located at the local organization and not the Kirkland campus, it is the NPP partner’s responsibility to review biographical information to ensure the potential student is a good fit for the program. Most NPP partners include questions such as:
 - Describe how and why you became a Christian.
 - Describe why you are interested in (our program).
 - What was the process that led to your application?
 - Describe how following Jesus impacts your current lifestyle and goals.
 - Describe with examples your spiritual growth and developing maturity over the past 3–5 years.
 - How will you contribute to our internship program if accepted?
 - What do you hope to get from the NPP if accepted?

- **References** – Northwest does not require references in our NPP application packet because **you** as the NPP partner are in a face-to-face relationship with the student. You may include two to three references (friend, pastor, employer for example) in your internship application packet if you so choose.

STEP 2: Write Internship Overview

The next step is to design an overview of your internship program. Here's why this is important:

- This gives your leadership a chance to think through the shape you want your internship or leadership development program to take. What values drive your program? What goals? What will students do for ministry training? Leadership training? Practical life-skill training?
- A clear internship application and overview communicates to parents and potential students that NPP is a challenging program that combines quality academics with well-developed practical training.
- You also may want to describe how your program provides purpose, a positive peer group, and valuable academics during the gap years when so many high school graduates start to drift. Secondly, it offers more support than a typical college or internship experience and may be more appropriate for students who struggle in traditional learning environments.

STEP 3: Build Your Weekly Internship Schedule

Your internship schedule is made of three types of activities in weekly blocks of time: internship, academics, and personal. The items listed below are suggestions, not requirements. You do not need to include them all.

Internship Building Blocks	Academic Building Blocks	Personal Building Blocks
Weekly Intern Meeting	Study Hall	Intern Day Off
Intern Service Time	On-site Writing Center	Intern Outing
Intern Training Meeting		Mentor Time
Life-Skill Training		Peer Mentor Time Exercise
Discipleship/Spirituality Training		
Training Intern Chapel		
Staff Meeting		

- **Time Management** – Keep in mind that each typical online course is designed to take a typical student 17.5 hours per week. This includes any time devoted to class, research, reading, completing assignments, time with instructors and students, study hall, writing center, and personal study time (8 hours is recommended). An efficient student may spend 10–12 hours per week, per class.

NPP Internship and Practicum Planning Worksheet

Use this to plan with your team prior to fall semester start.

Internship / Practicum Creation

- ☐ June 15 create (or update) weekly calendar and internship application and submit to NPP@northwestu.edu.
For templates and examples visit eagle.northwestu.edu/academics/northwest-partnership/internship-and-practicum.

Annual Calendar

- ☐ Jan. ____ – Student Arrival.
- ☐ Jan. ____ – Intern Orientation/Semester Kick-Off.
- ☐ Jan. 15 – Individual Practicum Reports (section 1 and 2) due to NPP@northwestu.edu.
(Practicum Reports: eagle.northwestu.edu/academics/northwest-partnership/practicum-credit-for-internship)
- ☐ May 1 – Individual Practicum Reports (section 3) due to NPP@northwestu.edu.
- ☐ Aug. 15 – Fall orientation agenda* created and submitted to NPP@northwestu.edu.
- ☐ Sept. ____ – Student Arrival.
- ☐ Sept. ____ – Intern Orientation/Semester Kick-Off.
- ☐ Sept. 15 – Individual Practicum Reports (section 1 and 2) due to NPP@northwestu.edu.
- ☐ Dec. 15 – Individual Practicum Reports (section 3) due to NPP@northwestu.edu.
- ☐ Dec. 15 – Spring orientation agenda* created and submitted to NPP@northwestu.edu.

*Agenda ideas found here: eagle.northwestu.edu/academics/northwest-partnership/practicum-credit-for-internship

We have special events/conferences planned on the following dates that interns will be required to attend. If you have Flex (adult students), will they be required to attend all or some of these events?

Title _____ Date _____

Title _____ Date _____

Title _____ Date _____

Title _____ Date _____



Month Three - Website Review

Here are some essential guidelines to accurately reflect the relationship between NU and your ministry across all written content.

Text to Describe NU/Partner Relationship - Feel free to use any copy word-for-word from our viewbooks or postcards!

“The Northwest University Partnership Program (NPP) is a unique partnership between Northwest University (NU) and (name of your organization or internship program) that allows Northwest University to offer associate, bachelor’s, and master’s degrees with the highest level of accreditation as an integrated part of (name of your organization or internship program)’s internship or leadership development program. Through the NPP, students earn college credits toward AA, BA, and MA degrees that can be completed at (name of your organization, internship, or leadership program)’s NPP, at Northwest University’s Kirkland campus, or even transferred to other public and private colleges or universities, all while undergraduate students serve in their local internship program. The NPP combines what Northwest does best (academics), with the ministry training we do best (internships), all in the highly-supportive relational environment of our organization.”

Our accreditors and state departments of education have very specific standards concerning what we can and cannot say about these topics and how we say it. If you have ideas to improve this text, please email them to npp@northwestu.edu.

Text to Describe Potential NPP Students - Most NPP students are full-time interns at (name of your organization or internship program), but not all. Who is a potential NPP student? (Text in this section can be modified).

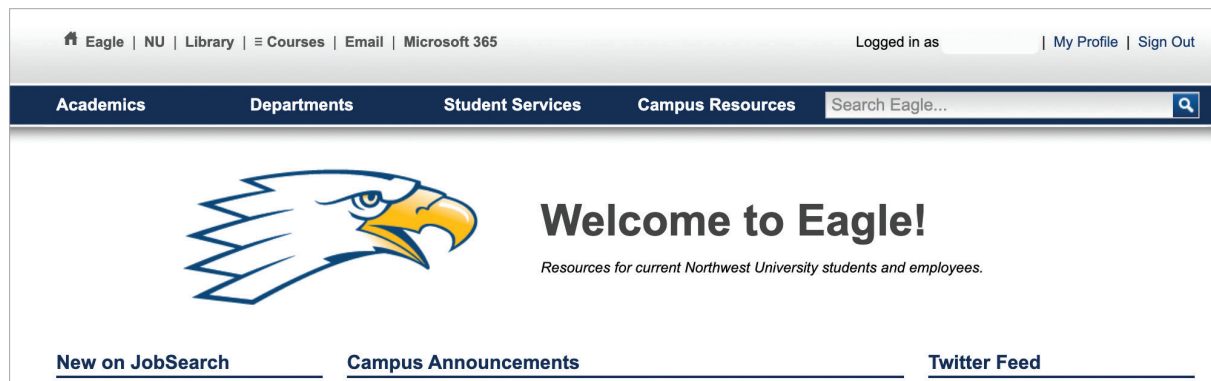
- Recent high school graduates who want to start their college career while serving in their hometown.
- Students in their gap year (recent high school graduates and young adults) who aren’t sure what to do next can find purpose, life-training, and impactful relationship as NPP students.
- Students who may have struggled in high school or community college and need more personal academic support and structure.
- Any student who wants an excellent education based on Christian beliefs and values.
- Students looking for a lower cost option.
- Adult learners who want to finish a degree started years (or decades) before.
- Graduate students, who do not participate in an internship program, but will benefit from the comraderie of studying in community with mentorship and spiritual development.
- Staff at your organization who want to pursue or finish a degree but “going to school” is not an option because of work and/or family commitments.

STUDENT ORIENTATION GUIDE

Getting Started

Eagle - Eagle is the internal Northwest University website (Eagle website) for students and faculty. For a comprehensive list of resources that can be found in Eagle, view our videos on the NPP Academic Orientation page.

- Your username is your entire NU email address when logging into NU Online and Self-Service on Eagle.
- **My Profile** – If you're logged into the Eagle website, click the My Profile link in the upper right corner. This page contains information about your account balance, courses, and more. Check it out!
- **Courses** – Your official list of courses can be found in Self-Service or the My Profile page on Eagle. Your courses will show up on NU Online one week before classes start. Please check with the NPP office if you do not see a course listed in NU Online.



Trouble Shooting Holds on Account

- For technical problems not allowing you to login, email help@northwestu.edu or call (425) 889-5310.
- For account services or financial holds, contact nppfinancialservices@northwestu.edu or (425) 889-5210. Fax (425) 889-5224.



My Textbooks

1. Navigate to eagle.northwestu.edu and click on “Courses” under the menu, then “Textbooks.”
(eagle.northwestu.edu/my-textbooks)
2. NPP students choose “Online” for campus, the semester you are searching for, the course code, and leave instructor as “any.”

3. When the search results appear, choose the class that matches the section number for which you are registered. The section number appears after the backslash (i.e., ENGL1013/01, 01 is your section number).

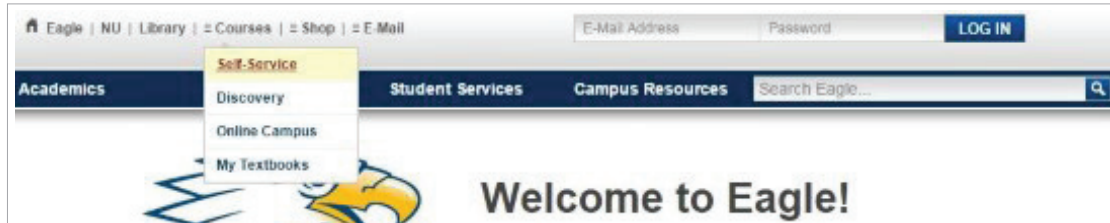
MATCHING CLASSES		
ENGL 1013/01: Composition I: Expository Writing Colin McArthur	✓ Complete	Items
ENGL 1013/02: Composition I: Expository Writing Colin McArthur	✓ Complete	Items

4. Click on “Items” to access the list of required books. Order from Amazon or any bookstore of choice. We recommend using the ISBN number, which is the most accurate in finding the correct version of the book.

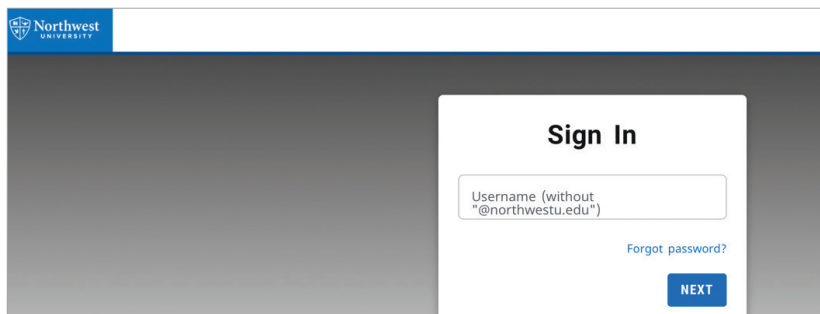
ENGL 1013/01: COMPOSITION I: EXPOSITORY WRITING		
* Instructor: Colin McArthur		
Title and Details	ISBN	Required?
✓ The list of items is complete for this class.		
A Writer's Reference with 2016 MLA Update (2016) Hacker & Sommers Bedford/St. Martins	9781319083557	Required
Literature: A Portable Anthology, 3rd edition (2012) Janet Gardner, Beverly Lawn, Jack Ridd, Peter Schakel Bedford/St. Martin's	145760650X	Required

Accessing Transcripts

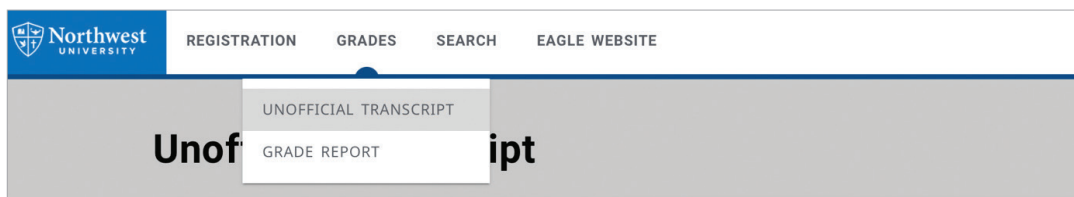
1. Log into Eagle at eagle.northwestu.edu
2. Click on “Courses” then click “Self-Service.”



3. Log in again to “Self-Service.”



4. Click on “Grades, then “Unofficial Transcript.”



5. Print and view your unofficial transcript.

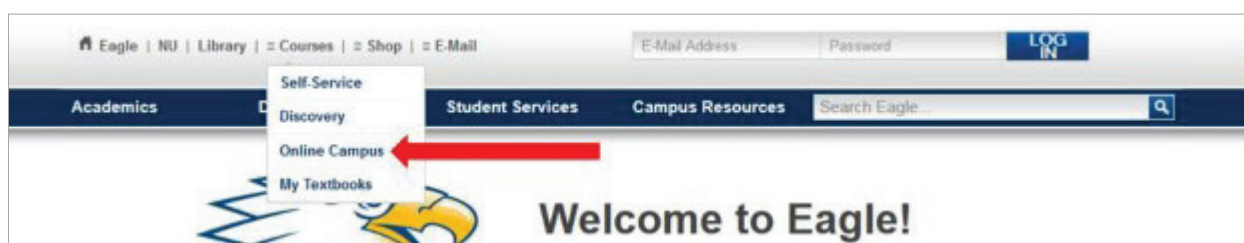
Official copies of your transcript can be obtained through our Registrar’s office. See this page at northwestu.edu/registrar, email registrarsoffice@northwestu.edu, or call (425) 889-5228.

Smarthinking

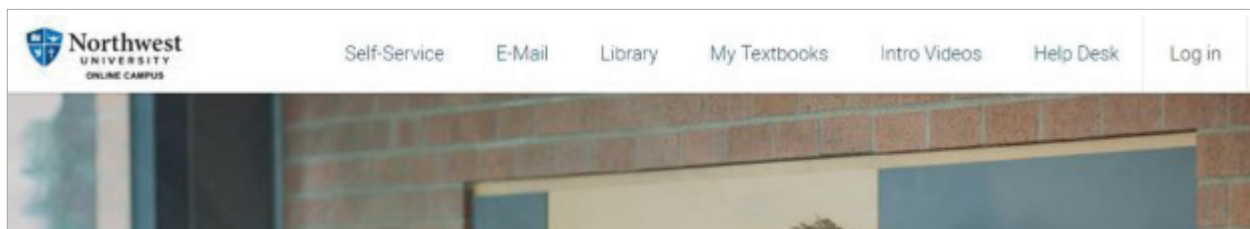
Smarthinking is an online tutoring service that is free to all NPP students. It offers a wide variety of topics: math, science, writing, etc. You can connect with live educators from anywhere that has internet access. Smarthinking online tutoring is available 24 hours a day, 7 days a week. For questions regarding Smarthinking, please contact Academic Success at (425) 889-5342.

Access - Access Smarthinking at eagle.northwestu.edu/go/smarthinking or through your NU Online course.

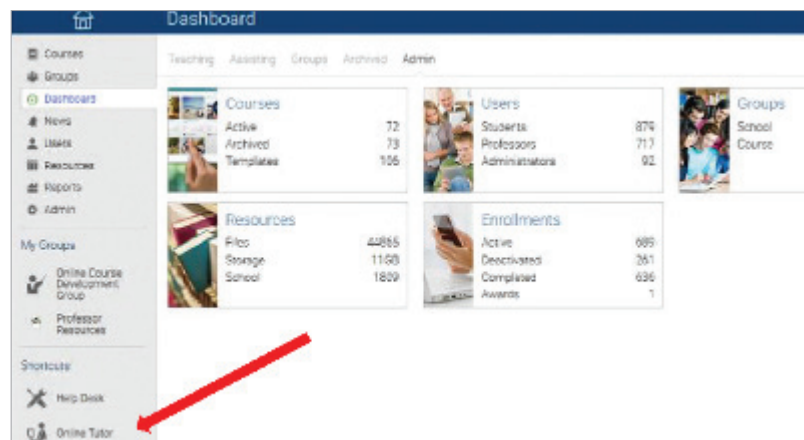
1. To access Smarthinking through your NU Online course, click on “Online Campus” located under the Courses button at the top of the Eagle homepage (eagle.northwestu.edu).



2. Log in using your NU email and password.



3. Once into the Online Campus, scroll to the bottom of the page to locate the link titled “Online Tutor.”



ACADEMIC SUPPORT SYSTEM GUIDE

Getting Started

This guide provides you with an overview on the components of what makes a successful academic support system. Students who are academically successful are more likely to stay in your program. NU wants to partner with you to make sure you have the best academic support system possible for your students. Contact the director of Student Success and Advising anytime to talk through any questions you have or strategize ways of making a support plan that works for you and your students' specific needs.

Contact Info: Jessica Herbison, MBA | jessica.herbison@northwestu.edu | (425) 889-7825

Academic Coaching

Internship vs. Practicum - The Internship Program refers to the ministry training program run by the NPP partner. Practicum refers to the NU "class" your students take so that NU can award credit for internship learning. NU can only award credit for the assessed and documented learning that takes place in an internship, not just the experience.

What is Academic Coaching? An academic coach is someone at your partner location that is in charge of helping the students succeed academically. In some NPP's the academic coach has no other NPP responsibilities: in others the coordinator or director serve as the academic coach. The academic coach may be a paid or volunteer position (at the partner's discretion). The academic coach takes leadership in facilitating Academic Orientation and weekly study hall, helping students navigate NU Online and online study tools, monitoring weekly grades and assignments, and guiding students through academic processes, such as adding, dropping, or withdrawing from a course.

Academic Coach Requirements - It is encouraged for the person providing the academic coaching help to hold a bachelor degree from a regionally accredited college or university. We encourage this because it makes helping someone through college go more smoothly when you have experienced it firsthand. If the person providing this service is someone other than the coordinator, they must submit their resumé and volunteer application to NPP@northwestu.edu in order to be FERPA cleared (so they can view student academic records) and complete requested trainings through HR. The coach is expected to be available 2–5 hours per week including the weekly study hall. This position works closely with our department and assigned NPP student support specialist.

Academic Coach Responsibilities

1. Meet with our department and submit the Academic Support System Checklist by the start of the fall semester.
2. Develop working knowledge of online academic resources (see Eagle NPP Academic Success Page) Smarthinking tutoring, Smarthinking writing center, NU library, writing resources, and study skill resources.
3. Assist students in completing the First Day of Class Checklist.
4. Provide personal academic support for students during the academic year:
 - Help students develop individual weekly study schedule and habits.
 - Run Academic Orientation each semester.
 - Develop academic success plans for all Success Strategy and "Grade Check" students, and provide personal academic support throughout the academic year.
 - Run weekly study hall/academic success center.
5. Primary liaison between students and NU for academic support issues: adds/drops/withdrawals, NU Online, or instructor issues.



Academic Support System Checklist

Let us know about your academic support system at your partner! Below is a checklist to help you, as the academic coach, to set up your partner for success.

DUE: August 31

☐ **Who is the academic coach?**

Name _____

Email _____ Phone _____

☐ **Coach (if applicable) has submitted NU Volunteer Application (FERPA Clearance).**

☐ **Read Academic Support System Guide.**

☐ **Reviewed NU Student Resources.**

- Eagle NPP Academic Success page (eagle.northwestu.edu/academics/northwest-partnership/student-success).
- NU Online (nuonline.northwestu.edu).
- Smarthinking (eagle.northwestu.edu/apps/lms/smarthinking.php).
- NU Library (library.northwestu.edu).
- Academic Success Plan (used for students on Success Strategy or probation).

☐ **Our Academic Orientation is scheduled and communicated to students.**

- When? (circle one) Before the first day of class During first week of study hall
- Date and time _____

☐ **Do you have a study hall scheduled? (circle one)** **Yes** **No**

- If yes, which day of the week? (circle one) M T W Th F
- How long will you meet? (circle one) 1.5 hours 2 hours 2.5 hours
- Who will be utilizing the study hall? (circle any that apply) Success Strategy students All students

Other (describe) _____

Academic Orientation

(During Study Hall – First or Second Week of Classes)

Every semester the academic coach leads an Academic Orientation for all new students. Academic Orientations are run during study hall, but not until the first week of classes, because that is when students are motivated and interested in study help. The goals of the Academic Orientation are:

1. Demonstrate NU Online.
2. Demonstrate the Eagle Academic Success page.
3. Demonstrate online study tools (Smarthinking Tutoring, Online Writing Center, Writing Helps, and Study Helps).
4. Demonstrate NU Library Resources and NU research librarians.
5. Review Communicating with Professors checklist.
6. Help students develop a personal weekly study schedule.

Everything on this page can also be found on the Academic Orientation page. It is most effective for the Academic Coach to use the Academic Orientation page in front of everyone while each student has their own laptop open to follow along and use the tools for themselves.

NU Online Demonstration - This is a Demonstration Video for NU Online (also located on the Eagle academic success Page). Once an Academic Coach is familiar with NU Online, he or she may want to demonstrate NU Online live, without the video.

Eagle Academic Orientation Page - All NPP academic support tools are located on the Eagle Academic Success Page (and most are also accessible through links in NU Online). The first step in academic success is to know where that page is (have students bookmark it). On that page you will find links to NU Online training, Smarthinking Tutoring and Online Writing Center, Writing Helps, Study Helps, and the Academic Orientation page (for academic coach use).

Online Study Tools Review (Smarthinking Tutoring | Online Writing Center | Writing Helps | Study Helps) - Your goal during Academic Orientation is to demonstrate the online study tools and have each student open them on their own laptop. The first 15 minutes of each study hall after orientation is dedicated to individually reviewing each of these tools and having the student use them. The basic NPP online study tools (Smarthinking Tutoring, Online Writing Center, NU library and reference librarians, Writing Helps, and Study Helps) are found on the Eagle Academic Success page.

Review “Communicating with Your Instructors” Checklist - Most students do not know how to communicate with instructors, or what to expect from their instructors (response time, assignment grading time, comments in assignments, late work, and other issues). You can find a PDF with tips and tricks at eagle.northwestu.edu/academics/northwest-partnership/files/2019/12/NU-ONLINE-INSTRUCTORS.pdf.

Weekly Student Schedule - Every student develops a weekly study schedule that reserves blocks of time for academic work around their internship (and other) weekly responsibilities. An optional scheduling video is available in Resources. A typical internship takes around 12 hours per week. Each class will take 10–17 hours per week. A good weekly study schedule will provide answers to the following questions:

- When will you set your weekly academic goals (what assignments will you do when)?
- When will you do your weekly reading and viewing?
- When will you take your weekly quiz?
- When will you work on rough drafts of your papers? Remember to leave turnaround time if you want to submit your drafts to Smarthinking Writing Center.
- When will you do academic posts (due Thursdays) and response posts (due Saturdays)?
- When will you work on your final draft of your paper (due Sundays)?

Academic Success Center | Study Hall

This occurs every week because academic success center (or study hall – you choose what to call it) is the backbone of academic success for your students and your NPP overall. This weekly gathering of students usually runs an hour and a half to two hours and is best scheduled earlier in the week to help students with assignments before they are due.

Study Hall Participants

- Academic Coach (coordinator and/or director are optional).
- All Students – It is strongly recommended that all students be required to attend weekly study hall at least until they attain a 3.0 GPA, at which time weekly study hall is optional as long as they maintain a 3.0 GPA. However, any partner can require all students to attend regardless of GPA. Flex students may be the exception, based on job and family responsibilities.
- New Students – We strongly recommend requiring attendance of all first-semester students, even if they attain a 3.0 GPA.
- Success Strategy Students – Students accepted to NU with an entry GPA below 2.49.
- Grade Check Students - Students receiving grade check letters (earning a D or F) by week three are to attend the weekly study hall for the rest of the session.
- Students with Missing Assignments - Academic coaches may have students with missing assignments attend until all assignments are current.
- Student Mentors – We strongly encourage having continuing students with a 3.0 GPA (or higher) to serve as student mentors, helping other students with study skills, NU Online, and online study tools.

Study Hall Ideas

- First 15 – Use the first 15 minutes (or so) to demonstrate and have students use an online study hall tool. Our goal is to have each student use all study tools by the end of their first session and to continue using other resources each week after that.
- Study Habits – Study hall teaches students to block out time during the week to study, but also can teach them the best way to manage and structure that time. Structure the time in 25-minute study blocks with five- to ten-minute reward breaks (optional).
- Check In – The academic coach should check every student's grades and assignments (is everything submitted?), and make personal contact with each student.
- Success Strategy Students – The academic coach should make more intentional contacts with Success Strategy students and Grade Check students.
- Discussion Groups – Encourage students in the same class to form discussion groups around reading assignments, discussion posts, or ALAs.
- Final Project Workshop – Provide time on Week 6 for students to work on their final summative project due on week seven (part one) and Week 8 (part two). Donuts and coffee? Pizza?

Activity Check

Activity Check – Week 1 - (Week 1 of each eight-week session.) An “activity check” is basically taking attendance in an online class. In the first week of an online class, NU makes note of any student who has not participated in an academic event. The student must have completed a quiz, discussion, or Applied Learning Activity (ALA). Merely logging in or participating in a practice quiz does not count as an academic event. NU will contact students without a first week academic event and then administratively drop students from the respective course on day six for nonattendance. NU notifies coordinators prior to taking this action. Dropping students from classes prevents nonparticipating students from being charged tuition for unattended courses.

Grade Checks

(Weeks 4 and 6 of each eight-week session.) When NU refers to “grade checks” we are referring to the time planned for our offices to pull a report of students with Ds or Fs in classes and to notify the NPP coordinator/academic coach. You can monitor student grades and progress all semester long.

Grade Check – Week 4 - Any students receiving a D or F in any class will receive a Grade Check email. Academic coaches should make personal contact with these students and request that they attend study hall for the remainder of the session.

Academic Coach’s Responsibilities - Acknowledge Grade Check email; meet with students to make plans of action.

- Determine why students are struggling.
- Determine which assignments are outstanding (and why).
- Communicate with instructors about resubmitting assignments that have an F and submitting outstanding assignments late.
- Require students to submit all outstanding assignments (if allowed by the instructor) by the end of the week (by the end of the night if possible).

Video Call If Necessary – NU advising staff will be available to talk through any of the following issues: grade checks, probationary students, academic tools, academic coaching sessions, and recommended action steps.

Grade Check – Week 6 - Students receiving a D or F in any class will receive a Grade Check email. Academic coaches should make personal contact with these students and request that they attend study hall for the remainder of the session.

- If students do not submit all outstanding assignments by end of Week 6, we highly recommend they withdraw from the course or they will receive the grade they earned. Request Registration Change Form.
- Students with two weeks of nonattendance (no assignments submitted) in a course without making arrangements with the instructor may be administratively withdrawn from that course.

Partner Assessment

(January and June) Since this is an ongoing partnership, we would love to have an evaluation session at the end of each semester. You will have opportunities to evaluate NU through surveys. Here are some areas we would like to look at regarding our partnership with you.

Communication - One area that is vital in our relationship is communication. We must be able to reach the coordinator and receive responses in a timely manner. Likewise, NU commits to being available and responding in a timely manner for questions or issues, small or large. If these expectations are not met, we would like to create freedom for either party to address them.

Report Card - After spring semester, NU will give you a report card with NPP overall statistics as well as your individual NPP statistics for review. Data on this report card includes semester GPA, degree breakout, graduates, and number of students on the Dean’s and Honors Lists.

Academic Performance - We would like to be able to assess the quality of the academic coaching available to students at your NPP. If students are struggling overall, we will together identify the nature of the issue and lay out action steps to rectify the problem.

- Is academic coaching available?
- Is there appropriate internet connection in your building?
- Are the students serving an appropriate amount of hours in internship—or too many?
- Did students have too much on their plate between academics, internship and an outside job?



NPP Student Academic Success Plan

Date _____ Semester _____

Name _____ Major _____

Semester GPA Goal:

My goal this semester is to achieve a semester GPA of at least _____

I understand that I must take the following actions this semester, which are essential for all students seeking academic success:

- Develop and keep a weekly study schedule (please fill out the provided schedule template, including internship and personal schedules).
- Submit all assignments on time. In case of emergency or illness, I will immediately notify my coordinator and instructors requesting more time and including a plan to submit any missed assignments.
- Meet weekly (at study hall) with my NPP academic coach for accountability with assignments, grades, and study time.
- Reach out to my instructor immediately for assistance if a grade on any assignment or test is below a 2.0.
- Meet with my NPP coordinator throughout the semester and immediately for assistance if anything occurs that may affect my academic success.
- Utilize NU study resources (Smarthinking Writing Center, Smarthinking Tutoring, NU library, reference librarians, writing videos, study skill videos, etc.) as assigned in study hall and as needed (suggested by coordinator) during the semester.

Academic Difficulty Factors and Action Plan to Deal with Them:

The top three factors contributing to my academic difficulty in the past were:

1. _____
2. _____
3. _____

Three specific actions I will take this semester to address these factors are:

1. _____
2. _____
3. _____

Helpful NU Online Resources (See Academic Success Page on Eagle):

Smarthinking
Instructor (reach out)
Academic Advisor
Reference Librarians

Online Writing Center
Academic Success Tutorials
Study Skill Tutorials
Study Hall

Writing Guides and Videos
NPP Coordinator/
Academic Coach
Library Resources

Other _____

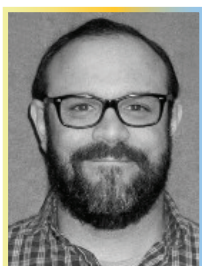
Additional Notes (Optional):

Student Signature _____ Coordinator Initials _____

STUDENT FINANCIAL SERVICES

Meet the Student Financial Services (SFS) counselors for the Northwest Partnership Program (NPP). We work directly with students based on their last name. Students can connect with their SFS counselors about their student balance, applying for financial aid, and making payments to their account. The SFS counselors work 8:00 a.m.–5:00 p.m. (Pacific Time Zone) Monday through Friday.

SFS counselors collaborate with coordinators to ensure that NPP students are financially responsible and have a financial plan. When students are nonresponsive to emails or phone calls, their SFS counselor will reach out to coordinators to determine the optimum plan of action to connect with and support individual students. When it comes to financial matters, communication is key. We suggest students check their NU email often to look out for important communication regarding their financial aid.



Jeremy Jones

Student Financial Services

Counselor for NPP | Last names A–F

Office: 425-889-5325

Fax: 425-889-5224

NPPfinancialservices@northwestu.edu



Crista Salgado

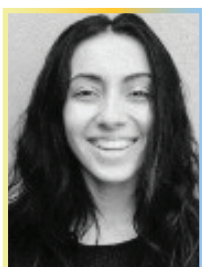
Student Financial Services

Counselor for NPP | Last names G–N

Office: 425-889-5323

Fax: 425-889-5224

NPPfinancialservices@northwestu.edu



Celeste Vargas

Student Financial Services

Counselor for NPP | Last names O–Z

Office: 425-889-5326

Fax: 425-889-5224

NPPfinancialservices@northwestu.edu

Financial Aid

SFS counselors hope to collaborate with coordinators to assist NPP students with completing their FAFSA (Free Application for Federal Student Aid) and submitting other required documents that may be needed to complete the financial aid process. The NPP SFS team communicates with students on a regular basis via their NU email regarding their status, additional steps, and important information. Please contact our office for additional training at nppfinancialservices@northwestu.edu, if needed.

Financial Aid Process - In order to find out how much financial aid a student is eligible for, every student must complete the following steps:

1. **Fill out the applicable FAFSA.** The FAFSA is required by all schools that offer federal or state aid. The FAFSA must be completed every academic year. To complete the FAFSA, visit studentaid.gov. [The Northwest University FAFSA School Code is 003783](#). (Note: Your social security number is required to complete a FAFSA – Higher Education Act of 1965.)
2. **Turn in any required documents.** Many students are selected for a process called verification, which is regulated by the Department of Education. This process requires extra documents that help confirm information on students' FAFSA. Please keep in mind: We are not able to send a financial offer prior to completing verification process. Aside from verification documents, students must sign the Financial Aid Terms and Conditions and (if borrowing loans) complete a Master Promissory Note and Entrance Counseling. All of these documents are required before financial aid can be applied into student accounts.
3. **Estimate your costs and determine a payment plan.** Once students' financial offer has been finalized, they can use this information to estimate the total cost after financial aid is applied to their account. If financial aid does not cover all charges, they will need to work with their SFS counselor to set up a payment plan or apply for additional funding.
4. **Check your email for more information.** We typically email students at their NU email address, so please encourage students to check it often. We may want to confirm information, inform students about disbursements, or send reminders about their financial status.

Types of Financial Aid - Students in the NPP can qualify for federal aid, awarded in two forms dependent upon eligibility: grants and loans.

Federal Aid Available

Pell Grant – This is a need-based grant, which means not all students are eligible. The Federal Pell Grant is available to students who attend at least six credits. In certain situations, however, a student enrolled for less than six credits may be eligible for a Pell Grant.

Subsidized Stafford Loan – This is a need-based grant, which means not all students are eligible. To receive this loan, students must attend at least part-time (six credits.) If a student wishes to accept this loan, the payment of principal begins six months after the student ceases their enrollment or attends for less than three credits. Interest is deferred while the student is enrolled at least part-time. Interest rates and loan fees are determined by the federal government and are subject to change per federal mandate. For an authoritative source on current interest rates and loan fees, visit Federal Student Aid.

Amount varies based upon class standing:

Class	Credits	Amount
Freshman	0–29	\$3,500
Sophomore	30–59	\$4,500
Junior	60–89	\$5,500
Senior	90+	\$5,500

Aggregate loan limits: Students cannot take out a total of more than these aggregate amounts during their time in school:

- Undergraduate Dependent Stafford Subsidized and Unsubsidized limit: \$31,000.
- Undergraduate Independent Stafford Subsidized and Unsubsidized limit: \$57,500.

Unsubsidized Stafford Loan – This is not a need-based loan, which means every student is eligible for this type of loan if they have a valid and eligible FAFSA submitted. To receive this loan, students must attend at least part-time (six credits.) Unsubsidized loans accumulate interest once a student starts their school year. For an authoritative source on current interest rates and loan fees, visit studentloans.gov. The application and disbursement processes are the same as for Federal Subsidized Stafford Loans.

Amount varies based upon class standing and dependency status:

Independent Student:

Class	Credits	Amount
Freshman	0–29	\$6,000
Sophomore	30–59	\$6,000
Junior	60–89	\$7,000
Senior	90+	\$7,000

(Dependent Students are eligible for up to \$2,000)

Alternative Loans - Alternative (private) loans are loans that students can apply for directly through a lender of their choice to help cover costs not covered by other aid.

Eligibility – Not need-based. Students must have acceptable credit rating and/or co-signer.

Amount – The maximum amount is the difference between the student’s estimated cost of attendance and the amount of financial aid he/she is already receiving. Please note that the lender can also limit the amount given or reject a student if the student does not meet the approval requirements.

Terms – Interest rates, loan fees, and repayment terms vary by lender. NU does not endorse any lender but recommends that you compare the lenders to find which one can best meets your needs. The following lenders have provided alternative (private) loans for NU students for the past five years.

Alaska Student Loan 1-800-441-2962

Discover Alternative Loan 1-877-728-3030

Sallie Mae 1-888-272-5543

Wells Fargo 1-800-658-3567



Important Documents - Not all students will be required to turn in extra documents. However, some documents are needed for clarification, while others are needed for the verification process.

The Department of Education randomly selects students to confirm the information entered on the FAFSA is correct. It is highly important all documents are filled out completely. A full list of the financial documents is located in the Eagle website/Departments/Student Financial Services. Here is a brief description of documents we may request:

Missing Documents

Asset Confirmation Form – An Asset Confirmation Form confirms the amount of assets in a student's possession at the time FAFSA was filled. This form will request amount for a student's and parents' cash, savings, checking, real estate, investments, and other business or farm investments.

Verification Worksheet – The Verification Worksheet helps us verify household information, including dependency status, number of members in your household, number of household members attending college, and tax information.

Student's Federal Tax Transcript or a Signed Copy of a Tax Return – A tax transcript needs to be requested through the IRS office. Depending on how this document is requested, it can take up to 5–10 business days to receive. Students can also send a signed copy of their tax return to meet this requirement.

Parent's Federal Tax Transcript or a Signed Copy of a Tax Return – Parental tax information is needed if a student is a dependent. A tax transcript needs to be requested through the IRS office. Depending on how this document is requested, it can take up to 5–10 business days to receive. Parents can also send a signed copy of their tax return to meet this requirement.

Spouse's Federal Tax Transcript or a Signed Copy of a Tax Return – A spouse's transcript is needed if a student is married at the time of requesting financial aid. A tax transcript needs to be requested through the IRS office. Depending on how this document is requested, it can take up to 5–10 business days to receive. A spouse can also send a signed copy of their tax return to meet this requirement.

Additional documents may be requested based on their FAFSA information, including the following:

Identity and Statement of Educational Purpose – The purpose of the document is to certify that any financial aid awarded to a student will be used for educational purposes. A student will need to turn in this document personally and will need to present a valid government issued photo ID. If a student is not able to turn in this document into our office in Kirkland, they must have this document notarized and sent to us via email or fax.

Default of Resolution Status – This document may be requested if a student has one or more loans in default status. Students cannot receive financial aid until this document is received clarifying the status of any previously defaulted loans. A student may call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 5609, Greenville, Texas 75403-5609 to receive a letter that needs to be sent to our office.

Financial Aid Offer - All students who want their financial aid applied must sign the Financial Aid Terms and Conditions: this can be done online or via the Financial Aid Terms and Conditions Form. Keep in mind all students can decrease the amount on their financial offer, so feel free to contact an NPP financial counselor for guidance. New students receive a financial package via postal mail and continuing students receive their financial offer via email. Along with the financial offer, students will also receive a cost estimate. The estimate document provides insight about total costs and the financial impact of eligible aid. Please note: if the estimate shows a negative number in the bottom right corner, this means the student will receive a refund instead of having an out-of-pocket cost.

VA Benefits - Students who intend to receive veteran's benefits such as the GI Bill or Yellow Ribbon must contact our VA coordinator in the Registrar's office (veterans@northwestu.edu). Students will work with the coordinator to ensure their maximum VA benefits are obtained and correctly allocated to their student account. Please note if your benefits are sent directly to you, the student, you must make payments to NU as the benefit won't directly post to your student account. In addition, if students desire to receive both VA benefits and financial aid, they must work with the VA coordinator and their NPP counselor to complete the financial aid process.

Outside Scholarship - NPP students do not qualify for institutional aid. However, students can apply for outside scholarships within their community. Students can visit our outside scholarships on eagle.northwestu.edu. If a student receives a scholarship, please have the student or scholarship provider send a check to the address below. It is helpful when the check includes the student's full name and student ID number.

Northwest University
Accounting Department
PO Box 579
Kirkland, WA 98033

Student Accounts

Making Payments - All students need to be aware that their out-of-pocket payments must be paid in full by September 25 for the fall term and January 25 for the spring term. Students are informed of this through the Master Financial Agreement that is signed prior to registration and can view the dates online anytime here: northwestu.edu/financial-aid/deadlines. If a student is unable to pay in full on the first day of the semester, a 1.5% late fee is applied to their account at the end of each month until the end of the semester. Students must clear their current semester account prior to registering for the next semester.

There are many ways to make payments including a payment plan that can begin several months before school starts. Students can read more about making payments here: northwestu.edu/financial-aid/partnership/payments-late-charges. Students can make online payments by logging into [eagle.northwestu.edu/My-Profile/Transactions-and-Running Balance](http://eagle.northwestu.edu/My-Profile/Transactions-and-Running-Balance).

Eagle Account → My Profile (top right corner) → Transactions and Running Balance → Make Online Payment

Employer Reimbursements - If your employer will be paying for your education cost, fill out a third-party billing application. Additional information, including the application, can be found at northwestu.edu → Financial Aid → select the program you are enrolled in → Paying Your Bill → Third Party Billing.

Refunds - Refunds from financial aid are typically issued one week after all the financial aid has been applied to student accounts. In order to receive refunds, students select or update a refund method. Students have the option to choose how they want to receive their refund out of three options: direct deposit, prepaid card, or a check in the mail. We strongly recommended students choose direct deposit because it is more secure and the refund reception is quicker.

Please follow these steps to sign up and receive a refund:

1. Log into the Eagle website: eagle.northwestu.edu.
2. Enter your NU email and password and click on "My Profile."
3. Click on "Manage Refunds."
4. Enroll to receive a refund, enter your information (you will be prompted to select how you want to receive your refund).

Financial Impact

Add/Drop Week - Adding and dropping courses is described in the Academic Catalog under COEE Financial Information. The first week of each session is considered an add/drop window, during which courses can be dropped and not incur tuition charges. This will affect tuition charges and possibly the amount of financial aid students receive. Financial Aid can change even after disbursement of funds if a schedule changes, which can result in a student needing to return financial aid they've received. Before making schedule changes, it is vital that all students connect with their Student Financial Services counselor in order to fully understand how changes will impact their finances.

Any changes made outside of the add/drop window mean that student will receive a W, which stands for withdrawal. The student's total cost may still be affected or adjusted even though he or she did not receive a passing grade. Students owe the full amount of tuition for a withdrawn course.

Satisfactory Academic Progress (SAP) Standards - The expected minimum progress toward graduation is called Satisfactory Academic Progress and is explained in the Academic Catalog under COEE Financial Assistance. Our office notifies students and coordinators toward the end of June if federal SAP standards were not met throughout the academic year. Please note if state aid is given, state SAP is reviewed semesterly and has more rigorous standards, which can be viewed online here: northwestu.edu/financial-aid/partnership/gpa-credit-requirements.

Below are the academic standards that all Northwest University students must uphold on a yearly basis.

- Have completed at least 67% of their courses for the semester.
- Maintain a 2.0 cumulative GPA.

SAP directly impacts students' financial aid eligibility, which is why it is crucial for students to make sure they are meeting the standards. The SAP definitions are listed below.

Suspension – Students on suspension must appeal in order to continue their schooling at NU. If approved their financial aid eligibility will be re-evaluated depending on the conditions of the approval.

Dismissal – Students are dismissed after being suspended, but still fail to meet the minimum SAP standards. Dismissed students can no longer attend Northwest University.

Program Fee - There is an optional \$1,300 NPP program fee that is elected or denied by the NPP location at the start of your program. The charge is per student, per semester (fall and spring) and is eligible for federal financial aid. If your ministry elected the fee, it will be collected by NU and returned to your ministry after tuition is paid in two payments throughout the semester, to use as deemed necessary (outreaches, salary, travel to NU conference, equipment, student allowances, retreat, student textbooks, hiring a writing tutor, etc.). The fee is charged regardless of the student's enrollment level (full-time or part-time) or of the student intention to earn practicum credit.

Payments received from students are applied according to this hierarchy: tuition, course fees, and then the program fee. The amount of payments that have been applied to the program fee to date at the end of the fifth week of the semester, then once per month will be remitted to the NPP program at that time. A final analysis of student accounts is done on Friday at 5:00 p.m. during the weeks of January 15 and May 15, after the terms have ended. The final payment will then be determined so that the NPP will have received 100% of the cumulative payments that have been applied to the program fee during the semester. Any amounts that are not collected by these dates will be forfeited to the university.

Communication Plan - At the beginning of each semester, the Student Financial Services (SFS) counselors send an email with important dates for that semester. Also, once a month, SFS sends an email notification with the status of all students to each coordinator. This will help you understand your student's financial aid status and progress. NU seeks to ensure that all students maintain a good financial standing throughout their time in the NPP and at the university.

Frequently Asked Financial Questions

What happens if I withdraw? Withdrawals are given to students who leave courses after the add/drop window (first week of the session). If a student is receiving financial aid, before withdrawing, please keep the following in mind:

- When a student withdraws, the withdrawn class does not count toward progress of their degree. This may affect the SAP (Satisfactory Academic Progress) status and affect future eligibility for aid.
- The tuition for NPP students will not be adjusted when a student withdraws from a course.
- Aid may be affected. Contact Student Financial Services for more information.

How many credits must I take in order to receive financial aid? Generally, all students must be enrolled in at least six credits (part-time) in a semester in order to receive financial aid.

How much is the NPP Program? The undergraduate NPP offerings cost \$320 per credit for 2023–2024, plus an NPP program fee of \$1,300 per semester. At 12 credits, a full-time load student can expect to pay \$5,140 per semester and a total cost of \$10,280 for the academic year. The graduate NPP offerings cost \$595–\$836 per credit.

Can I use financial aid? Yes, we recommend all NPP students apply for federal aid at fafsa.ed.gov using our school code 003783.

Can you explain late fees? If student's accounts are not cleared (at \$0 or a credit balance) by the due date, a 1.5% late fee will be applied at the end of each month to students with a past due balance.

What is verification? / Why do I have to turn in a copy of my tax return transcript? The Department of Education randomly selects students for a process called verification when they file a FAFSA. If a student is selected for verification, our office must request tax return transcripts (along with additional documents) to verify that the student's FAFSA is correct. All information is kept confidential and is used only for federal aid purposes. The student's financial aid offer will not be confirmed until the verification process is complete.

What is the program fee? The program fee is a \$1,300 fee that most NPP partners chose to charge. This fee is charged during the fall and spring semester.

I don't live with my parents so does that automatically make me an independent on my FASFA? In order to be classified as independent for financial aid purposes, there are certain requirements that must be met on your FASFA. You can see the criteria at the studentaid.gov website here: studentaid.gov/apply-for-aid/fafsa/filling-out/dependency. Your Student Financial Services (SFS) counselor can clarify individual situations if you have additional questions.

What happens if I drop Session B but keep Session A? Students must drop Session B course(s) before the add/drop window closes if they wish to leave a course and avoid a withdrawal. Tuition for the dropped course will be removed from the student account. However, in most cases, students' financial aid must also be adjusted. It is encouraged to have students contact our office prior to making schedule adjustments to know how their student account and financial aid will change. Students who withdraw from a course after the Session B add/drop window has closed will receive a grade of W (for Withdraw) and tuition will not be removed for the class. Financial aid can adjust for a withdrawal as well. Please reference the withdrawal question for more information.

Can I know what financial aid I am eligible for before I turn in documents? In order to provide students with the most accurate information, we cannot award or package students prior to having all the completed documents. Our office can only provide rough estimates without all the documentation needed.

How can I change the amount of my loans mid-semester? Students should contact their Student Financial Services (SFS) counselor and discuss options if they want to increase or decrease a loan amount midsemester. A loan adjustment request via email may be solicited from the student so that SFS has proof in writing of the request.



Northwest
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NORTHWEST PARTNERSHIP PROGRAM