

**Request for Individual Approval**  
**(Applicants without a Recognized High School Diploma or Equivalent)**

Adults, veterans, and military personnel 18 years or older who have not completed a recognized high school diploma or equivalent may be admitted on an "Individual Approval" basis if the individual can demonstrate the ability to benefit from instruction. The applicant must show evidence of successful experiences that reasonably predict his or her ability to make satisfactory progress at Central Texas College. The Dean of Student Services may review the request with the appropriate Department Chair/Faculty/Advisor or the Campus Dean before a recommendation is made to the Director of Admissions and Recruitment.

Applicants requesting this waiver must **read and initial statements 1- 6** below and sign and date the form in the designated area.

1. \_\_\_\_\_ I am 18 years or older and have not completed a recognized high school diploma or equivalent.
2. \_\_\_\_\_ I am aware that I am not eligible to apply for federal financial aid regardless of educational program unless I successfully pass the Ability to Benefit test and meet all other federal aid eligibility requirements.
3. \_\_\_\_\_ I am aware that I must take the Ability to Benefit Test (ACCUPLACER or ASSET test). Depending on my educational program I will be required to take one of the following (1) additional ACCUPLACER or ASSET tests to meet TSI requirements for students who intend to enroll in a degree program or Level 2 certificate, (2) the TABE diagnostic test will be required of students who intend to enroll in a Level 1 certificate program, (3) the CELT or TOEFL will be required of students who intend to enroll in ESL classes only.
4. \_\_\_\_\_ I understand that it is my responsibility to notify the CTC Testing staff that I need to take (1) the Ability to Benefits test; and (2) further portions of the ASSET or ACCUPLACER, if applicable, for TSI purposes.
5. \_\_\_\_\_ I understand that if I do not complete a recognized high school diploma or equivalent within two semesters of enrollment or do not demonstrate successful academic progress that I will be blocked from registering for future CTC courses.
6. \_\_\_\_\_ I understand that it is my responsibility to provide the CTC Admissions Office with documentation verifying the completion of my high school diploma or equivalent.

\_\_\_\_\_  
Applicant Signature Date

Dean's Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date forwarded to Admissions Office: \_\_\_\_\_

Student ID

Program of Study