



SAINT LOUIS UNIVERSITY

1818 ADVANCED COLLEGE CREDIT
PROGRAM

<http://www.slu.edu/1818>

NEW 1818 HIGH SCHOOL INQUIRY PACKET

Revised October 2017

High School Name: _____

Application Date: _____

Starting Academic Year: _____

WELCOME

Congratulations! You are taking your first step to becoming an approved 1818 Advanced College Credit high school partner with Saint Louis University. Please fill out the following parts of the application in full:

1. High School Demographics (page 2-3)
2. Intent to Participate (page 4)
3. Master Vendor Form (page 5-7)

PLEASE EMAIL THIS DOCUMENT IN PDF FORMAT TO 1818@SLU.EDU WHEN COMPLETE.

HIGH SCHOOL DEMOGRAPHIC INFORMATION

Official High School Name:

High School Mailing Address

Street Line 1

Street Line 2

City

State

Zip Code

School Phone Number: _____ - _____ - _____ ext. _____

School Website: _____

School Email Address: _____ @ _____

Principal Name: _____

Principal Phone Number: _____ - _____ - _____ ext. _____

Principal Email Address: _____ @ _____

Type of Institution: Public Magnet Charter

Other Private Non-Religious Private Religious

If religious, what affiliation: _____

Community Type: Urban Suburban Rural

Other: _____

Gender Makeup: ___All Male ___All Female ___Mixed Gender

Current Student Enrollment: _____

Current Faculty Size: _____

Diversity Makeup: Caucasian, Non Hispanic: _____ %
 Hispanic: _____ %
 Asian/Pacific Islander: _____ %
 American Indian/Alaskan Native: _____ %
 African American: _____ %
 Other: _____ %

Please define other:

Student Post-Secondary Data:

Four-Year University: _____ %
Two-Year Community College: _____ %
Vocational/Technical School: _____ %
Military: _____ %
Other: _____ %

If other, please explain: _____

HIGH SCHOOL MEMORANDUM OF PARTNERSHIP

As an active high school partner in the 1818 Advanced College Credit Program, the officials of _____ including administrators, coordinators, counselors, and teachers agree to abide by the policies articulated in the 1818 Program Policies handbook, available at <http://www.slu.edu/1818>, including but not limited to:

- **Involvement:** To ensure active participation the 1818 Program, 1818 Partner High School will: encourage high school instructors to apply to teach 1818 courses, recommend eligible students to enroll in courses, advise students, parents, faculty, and staff about participation in the 1818 Program, ensure registration and grade deadlines are met, participate in annual professional development and networking events, notify the 1818 Program of students wishing to exercise their rights to University resources including, but not limited to, Disability Service, Student Success Center and library access, and accommodate SLU Faculty Liaisons and 1818 Program Office Staff for site visits.
- **Academic Integrity:** To ensure 1818 college credit courses are comparable to their on-campus counterparts, 1818 Partner High Schools will: require their 1818 courses to have syllabi in the appropriate [SLU Common 1818 Syllabus Template](#) on file annually, enforce the use of required SLU assessments in the course, ensure grades are posted in a timely manner each semester, and uphold Saint Louis University policies related to academic offerings.
- **Course Exclusivity:** To ensure the integrity and authenticity of Saint Louis University courses and to prevent confusion among dual credit students, 1818 Partner High Schools will: agree that Saint Louis University is the exclusive dual credit partner for the specific college courses they are approved to teach now and in the future through the program.

Saint Louis University's 1818 Advanced College Credit Program officials agree that the partnership includes, but is not limited to the following benefits, provided the school maintains active student enrollment and faculty engagement and remain compliant with all policies and procedures:

- Reduced SLU tuition rate for high school students,
- Graduate tuition scholarships,
- Student need based scholarships annually per academic year,
- Annual training stipends for eligible teachers, coordinator, and administrators,
- Annual professional development from SLU,
- Regular site visits from 1818 Program staff and/or University liaisons to cultivate collegial interactions and partnerships,
- Online collaboration space for cohorts and SLU Faculty Liaisons,
- Program incentive awards based on positive student enrollment growth in the 1818 Program,
- Access to SLU recourses including library access, database access, SLU logo usage, SLU email account, Office 365, Google Apps, personal software discounts and downloads, and discounts at SLU's Campus Bookstore.

By signing the document, the institution and its individuals agree to uphold the various requirements of an active status throughout their tenure with Saint Louis University's 1818 Advanced College Credit Program.

Failure to uphold the Memorandum of Partnership risks putting the individual, dual credit offering, and/or partnership in a non-compliant status. A non-compliant status will result in discussion on the future partnership with the program, ability to continue to offer specific dual credit courses, provisional standards to be met to become active again, or the end of the dual credit partnership with Saint Louis University. Individuals and partner high schools will be notified privately by the Program Director for issues of non-compliance.

Name (printed)

Date

Signature (electronic acceptable)

Business and Finance Division
SAINT LOUIS UNIVERSITY

VENDOR MASTER FORM
eSeeDPV only
PLEASE TYPE OR PRINT FORM

SLU Contact: SLU 1818 Program

Please note: This form is intended for institutions working with SLU's 1818 Program. You are required to fill out the sections highlighted in yellow. All information requested should be for the institution and not an individual.
Vendor Information Required for Payment

REMIT TO:

Vendor name _____
DBA _____
Street/PO Box _____
City, State, Zip _____
Contact Name _____
Telephone _____ - _____
Fax _____
Email Address _____ @ _____

Does this vendor accept American Express? [] Yes [x] No
Is this company listed as a Certified Minority Vendor? [] Yes [x] No

If Yes, please complete the attached Certification of Status Form

PAYMENTS TO NON-SLU PERSONS (place an X on the line to designate type)

- | | |
|--|--|
| <input type="checkbox"/> Attorney/Legal Fees | <input type="checkbox"/> Prize or Award |
| <input type="checkbox"/> Consulting/Other Services: _____ | <input type="checkbox"/> Professional Entertainment |
| <input type="checkbox"/> Dues/Subscriptions | <input type="checkbox"/> Refund |
| <input type="checkbox"/> Expense Reimbursement | <input type="checkbox"/> Rent |
| <input checked="" type="checkbox"/> Honorarium | <input type="checkbox"/> Services (type): _____ |
| <input type="checkbox"/> Licenses (Dr., Attorney, Car....) | <input type="checkbox"/> Speaker/Lecture Fee |
| <input type="checkbox"/> Local Seminar/Conference/Registration Fee | |
| <input type="checkbox"/> Medical/Healthcare Services | |
| <input type="checkbox"/> Patient Study | Non-Resident of US (Submit W8-BEN Form) |
| <input type="checkbox"/> Pre-Pay Travel | <input type="checkbox"/> Expense Reimbursement |
| <input type="checkbox"/> Pre-move | <input type="checkbox"/> Personal Services/Honoraria |

SLU DEPARTMENT INFORMATION

YOUR NAME: SLU 1818 Program PHONE: 314-977-1818 EMAIL: 1818@slu.edu

VENDOR BANNER ID NUMBER: _____

Complete form and return to eSeePay@list.slu.edu or fax 314-977-2298

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1	Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2	Business name/disregarded entity name, if different from above	
	3	Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6	City, state, and ZIP code	
	7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.