



121 S. Broad Street, 7th Floor / Philadelphia, PA 19107-4577  
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## LEARNING WORK: SUMMER AT TPC

INSTRUCTIONS / To apply for admission to The Philadelphia Center, please complete and submit this application along with the following:

- Transcript or descriptive list of courses and grades
- Applicant Questions
- Letter of recommendation
- Signatures
- \$500 Application Fee payable to The Philadelphia Center\*  
(If applying by December 1 submit a \$250 Application Fee.)

### APPLICATION FOR ADMISSION - PART I: General Information

Mr.  Ms. \_\_\_\_\_  
Name (Last, First, Middle Initial)

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

College/University \_\_\_\_\_ Campus Phone (\_\_\_\_) \_\_\_\_\_

Campus Address \_\_\_\_\_  
(Street, Box #, City, State, Zip Code)

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street, Box #, City, State, Zip Code)

Emergency Contact \_\_\_\_\_ Contact's Phone (\_\_\_\_) \_\_\_\_\_

Class level while in Philadelphia /  Sophomore  Junior  Senior

Major(s) or intended Major(s) \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Dept: \_\_\_\_\_

**Letter of Recommendation** / Please submit one letter of recommendation on the form provided. Please read the recommendation form before asking someone to complete it.

Please list the person who has been asked to provide a letter of recommendation on your behalf.

1. \_\_\_\_\_

Name (please print)	Department	Email
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#### Notes and suggestions:

- Applications must be received by The Philadelphia Center no later than March 15. Letters of acceptance will be sent by April 15.
- Speak with your academic advisor to ensure proper transfer of academic credits.
- Remember to set up a meeting with your financial aid office to clarify issues regarding tuition, scholarships, and loans.
- Ascertain whether or not your campus has an off-campus study deadline and make sure you fulfill any requirements they might have.
- Speak with Philadelphia Center alumni on your campus -- contact us at admin@tpc.edu for more information.

#### Payment Schedule:

- \$500 Non-Refundable Application Fee — due at time of application submission\*
- \$2700 Tuition Payment 1 — due March 31
- \$1000 Housing Payment 1 — due March 31\*\*
- \$2700 Tuition Payment 2 — due April 30
- \$1000 Housing Payment 2 — due April 30\*\*
- TOTAL: \$7900

\* The \$500 Application Fee will be returned in the event that your application is not accepted by The Philadelphia Center. Apply by December 1 and the Application Fee will be reduced to \$250!

\*\* The optional Housing Fee is based on double occupancy per room and represents a set cost including rent, utilities, furniture, and a variety of amenities. Note: no part of the housing fee is refundable.

**APPLICATION FOR ADMISSION — PART II / Applicant Questions**

Please print neatly or type in the space provided. If you'd prefer, you may attach your essays to this application.

- 1) Provide a biographical statement. What would be helpful for us to know about you?
- 2) Why do you want to attend The Philadelphia Center's summer program, **Learning Work**, and why is it the best fit for you?

**APPLICATION FOR ADMISSION - PART IV / Important Signatures**

To ensure proper processing, please make sure your application is signed by an authorized representative on your campus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Liaison or Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department and Title

\_\_\_\_\_  
Email

**TPC.EDU**

**APPLICATION FOR ADMISSION – PART III**

Letter of Recommendation for: \_\_\_\_\_

Thank you for recommending this student for The Philadelphia Center's summer program, Learning Work.

Ideal candidates for the program will be juniors or seniors who are unable to fit a semester of off-campus study into their academic schedules or students who have already spent a semester off-campus. Applicants should be seeking to make career connections prior to their upcoming graduation. Due to time constraints, unlike our 16-week program where students have the opportunity to research possible placement sites and interview with potential placement supervisors, students will be pre-placed in their internships. Additionally, rather than exploring a variety of housing options and living independently throughout the city, housing will be provided.

If you wish to obtain more information about our program, please ask the applicant, see our campus representative, or contact us directly.  
*(Use additional pages as needed)*

1.) In what capacity do you know this student?

2.) What attributes does the student possess that encourage you to recommend him or her?

3.) Does the student have any personal or academic issues that would cause you to have reservations about recommending him or her?

4.) What else would you like us to know about this student?

*Please return this recommendation to the applicant, The Philadelphia Center campus representative, or the Off-Campus Study Office.  
Thank you. (Please Print)*

Name \_\_\_\_\_

College/University \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

