### HGTC PROGRAMS

**Associate Degrees • Certificates • Diplomas**

#### Advanced Manufacturing Technology
- **Associate Degree**
- Machine Tool Technology
- Mechatronics Technology — Industrial Maintenance
- Certificate
- Advanced Welding Technologies
- Automotive Technology
- Boat Building
- Commercial Refrigeration & Air Conditioning
- Diesel Engine Technology
- Machine Tool Operations
- Mechatronics — Industrial Maintenance
- Outboard Marine Technology
- Residential & Commercial Electrical Technician
- Residential HVAC Service Technician

#### Criminal Justice, Paralegal & Human Services
- **Associate Degree**
- Criminal Justice Technology
- Human Services
- Paralegal
- Certificate
- Paralegal Specialist
- Police Pre-Academy Training

#### Culinary Arts
- **Associate Degree**
- Baking & Pastry Arts
- Culinary Arts Technology
- Hospitality/Tourism Management — Hotel, Restaurant & Events Management
- Certificate
- Kitchen & Food Preparation Techniques
- Professional Cooking

#### Dental Sciences
- **Associate Degree**
- Dental Hygiene
- Certificate
- Expanded Duty Dental Assisting

#### Education
- **Associate Degree**
- Early Care & Education
- Teacher Education
- Certificate
- Early Childhood Development

#### Emergency Medical Technology & Health Care Sciences
- **Associate Degree**
- Emergency Medical Technology
- Respiratory Care
- Certificate
- EMT — Basic
- EMT — Paramedic
- Fire Science
- Medical Coding & Billing

#### Forestry & Wildlife
- **Associate Degree**
- Forestry Management Technology
- Wildlife Management Path

#### General Technology & Aviation Maintenance
- **Associate Degree**
- General Technology
- Aviation Maintenance Path

#### Imaging Sciences
- **Associate Degree**
- Radiologic Technology
- Certificate
- Computed Tomography
- Diagnostic Medical Sonography
- Vascular Sonography

#### Nursing & Associated Health Care Services
- **Associate Degree**
- Nursing — ADN
- Advanced Placement for Nursing
- Certificate
- Health Care
- Patient Care Medical Assistant
- Phlebotomy
- Diploma
- Nursing — PN

#### Personal Services
- **Certificate**
- Cosmetology
- Esthetics Technician
- Massage Therapy

#### Physical Therapist Assistant/Occupational Therapy Assistant & Health Care Sciences
- **Associate Degree**
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Surgical Technology
APPLICATION FOR ADMISSION

Please print in ink.

PERSONAL INFORMATION

H# (To be completed by HGTC staff):

Social Security No. ________ - ________ - ________ Date of Birth _____ / _____ / _____ Gender: ☐ Female ☐ Male

Name
(As it appears on Social Security card) Last First Middle Suffix

Preferred Name

Former Name

Mailing Address
Street Address City State Zip

County (if within South Carolina)

Permanent Address
(Include only if different from mailing) Street Address City State Zip

Home Phone ( ) Work Phone ( ) Cell Phone ( )

Email Address

Are you Hispanic or Latino? ☐ Yes ☐ No

Select one or more of the following races:
☐ American Indian or Alaska Native ☐ Asian ☐ Black / African American
☐ Native Hawaiian or other Polynesian ☐ White

Emergency Contact
Last First Middle Phone ( )

EDUCATIONAL BACKGROUND

The requirement of high school graduation/GED completion varies by program of study. However, for financial aid eligibility proof of high school graduation/GED criteria must be met. See the current HGTC catalog available online at hgtc.edu for details.

High School Attended
High School (or Home School Association) City State

I will earn or have earned (please select one):
☐ High School Diploma Date of graduation: _____ / _____ / _____
☐ Certificate or Individualized Diploma Date of graduation: _____ / _____ / _____
☐ GED Date of graduation: _____ / _____ / _____
☐ I will not complete Secondary Education, but I read at an 8th grade reading level.
☐ I will not complete Secondary Education and do not read at an 8th grade reading level.

Please list any prior college(s) attended:

<table>
<thead>
<tr>
<th>College / University Name</th>
<th>City, State</th>
<th>Dates Attended</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>From To</td>
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<td>From To</td>
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<td></td>
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<td>From To</td>
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</tr>
</tbody>
</table>

To receive transfer credits for previous course work, request ALL official transcripts to be sent to HGTC Admissions, PO Box 261966, Conway SC 29528-6066 or emailed to transcripts@hgtc.edu. Credit expiration dates and transferability limits are listed in the current HGTC catalog, available online at hgtc.edu.
EDUCATIONAL PLANS

I am a:  
- [ ] New Student – no previous college experience  
- [ ] Transfer Student – has course work from another college/university  
- [ ] Visiting Student – visiting from another college/university for one semester (Please attach transient form.)

I will begin (check one):  
- [ ] Fall semester (Aug. – Dec.)  
- [ ] Spring semester (Jan. – May)  
- [ ] Summer semester (May – Aug.) Year ________

Major: __________________________________________________________________________________________________________

I plan to:  
- [ ] Earn an Associate Degree  
- [ ] Earn a Diploma  
- [ ] Earn a Certificate  
- [ ] Transfer to a 4-year college (List institution if known) ______________________________________________
- [ ] Take classes for personal interest/other reason (no degree)

Some programs of study require background checks, urine drug screenings and/or immunizations as part of the admissions process. There will be additional fees for these requirements. Unsatisfactory results on the criminal background check or urine drug screenings or failure to complete any required health/immunizations standards WILL prevent enrollment or result in removal from enrollment in the program of study. Admission to any of the programs is conditional. A list of these programs can be found online at https://www.hgtc.edu/documents/admissions/general_forms/backgroundcheck.pdf.

CITIZENSHIP

You must complete the citizenship portion of the application.

What is your citizenship status? (Please select one)

- [ ] US Citizen
- [ ] Permanent Resident (possess a green card)
  - [ ] If yes, you must provide your Permanent Resident Card and State Issued ID to the Admissions Office for verification.
- [ ] DACA (Deferred Action Childhood Arrival) or Non-Resident with Employee Authorization card
  - [ ] If yes, you must provide your DACA or Employee Authorization card and State Issued ID to the Admissions Office for verification.
- [ ] International
  - [ ] Do you currently have a Visa to study in the US?  
    - [ ] Yes  
    - [ ] No
    - [ ] If yes, you must provide your Student Visa to the Admissions Office for verification.
  - [ ] What is your Student Visa type? _______________________
  - [ ] Are you requesting an I-20 form?  
    - [ ] Yes  
    - [ ] No

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S.C. Code Ann.§59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement you attest that you are a United States citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim.

Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

_____________________________________________ (Print Name) ___________________________(Date of Birth)
_____________________________________________ (Signature) ___________________________(Date)

RESIDENCY

- You must complete the Residency portion of this application, the answers to these question will determine your residency classification for tuition purposes. Applicants who fail to complete all residency questions will be classified as non-residents and billed the out-of-state tuition rate.

- If you provide more than 50% of your financial support, you are usually considered INDEPENDENT and your residency claim is based upon your information.

- If someone else provides more than 50% of your financial support, you are usually considered DEPENDENT and your residency claim is based upon that person’s information.

- Please complete one of the Residency Forms on the next page.
INDEPENDENT RESIDENCY INFORMATION

Applicant: If you provide more than 50% of your financial support, complete this INDEPENDENT residency form with your information.

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

An INDEPENDENT student is defined as one who will provide more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment and will NOT be claimed as a dependent or exemption on the income tax return of a parent, guardian or spouse.

### STUDENT'S / APPLICANT'S INFORMATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you reside in South Carolina?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, date present stay began.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you reside in Horry or Georgetown County?</td>
<td></td>
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<tr>
<td>If yes, date present stay began.</td>
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<tr>
<td>Who claims you for federal income tax purposes?</td>
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<tr>
<td>Do you have a valid Driver’s License?</td>
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<td></td>
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<tr>
<td>If yes, Driver’s license:</td>
<td></td>
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<tr>
<td>State:</td>
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<tr>
<td>Date Issued:</td>
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<tr>
<td>Expiration Date:</td>
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<tr>
<td>New (first issued)</td>
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</tr>
<tr>
<td>Renewed</td>
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<td></td>
</tr>
<tr>
<td>Transferred from another state</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a vehicle registered in your name?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Issued:</td>
<td></td>
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</tr>
<tr>
<td>Renewed</td>
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</tr>
<tr>
<td>Transferred from another state</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Purchase Purchase Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you relocated to South Carolina, what was your previous state of residence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is your employment status?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
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<tr>
<td>Part-time</td>
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<tr>
<td>Unemployed</td>
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<td>Retired</td>
<td></td>
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<tr>
<td>Disabled</td>
<td></td>
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<tr>
<td>Employer Name:</td>
<td></td>
<td></td>
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<tr>
<td>Telephone:</td>
<td></td>
<td></td>
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<tr>
<td>Employment Dates: From (mm/yy) / To (mm/yy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If your claim to South Carolina resident status is based upon active military assignment to the state, please submit a copy of current military orders to the Office of Admissions.</td>
<td></td>
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<tr>
<td>Branch of Service:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home of Record on L.E.S.:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I hereby certify that the information I have provided on this application is complete and correct. I understand that falsification or failure to provide the correct information or omission of previous college attendance may lead to disqualification of my application for admission and immediate cancellation of registration at Horry-Georgetown Technical College.**

**I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of college classes and activities.**

**I understand that pursuant to the S.C. Family Privacy Act of 2002, my personal information is subject to public scrutiny or release.**

**I understand that I am responsible for paying all charges and educational costs. I also understand that should the college deem it necessary to refer any unpaid expenses and/or interest to an attorney or collection agency that I am responsible for all cost of collection, including but not limited to attorney and collection agency fees.**

**I understand the FERPA Act of 1974 is a federal law that protects the privacy of and grants certain rights to my educational records. This law allows HGTC to share directory information, such as name, dates of attendance, and awards. Information is also used to publish honor list, commencement programs, and other student recognition programs.**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>

### Statement of Equal Opportunity

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in the educational programs and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. Provisions and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations, Title IX Coordinator & the College’s Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, PO Box 261766, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Title IX, Section 504, & Title II Coordinator, Horry-Georgetown Technical College, PO Box 261766, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

### Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act [Public Law 101-542], signed into law in November 1990 by the U.S. Department of Education, applies to institutions of higher education participating in federal financial assistance programs. Under this policy, current and prospective students must be informed of completion or graduation rates of students seeking certificates, diplomas or degrees. The act also requires reporting of security policies and crime statistics to students, employees, and the U.S. Department of Education. Horry-Georgetown Technical College, in compliance with Student Right to Know, provides current information on these topics at www.hgtc.edu/righttoknow.

### State Authorization Reciprocity Agreement

Horry-Georgetown Technical College is an approved member of the State Authorization Reciprocity Agreement (SARA). As a SARA member, HGTC adheres to an established set of standards for offering distance learning among SARA member states, districts and territories. Currently, HGTC does not offer online instruction within the following states: CA, CT, FL, KY, MA, NJ, NY, PA, UT and WI.
A **DEPENDENT** student is defined as one who will receive more than half of his/her support for the 12 months immediately preceding his/her enrollment or re-enrollment from a parent, guardian or spouse and will be claimed as a dependent or exemption on that individual’s income tax returns.

Applicants who claim South Carolina residence for tuition and fee purposes must complete this form in its entirety. Additional information may be requested per SC Law 59-112. Residency requirements may be found online at www.che.sc.gov.

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### STUDENT / APPLICANT INFORMATION

- **Name of Student:**
- **Date of Birth:**
- **Are you licensed to drive?**
- **Yes**
- **No**
- **If no, do you have a State Issued Identification Card?**
- **Yes**
- **No**
- **If yes, Driver’s License or ID Number:**
- **State:**
- **Date Issued:**
- **Expiration Date:**
- **With whom do you reside?**
- **Self**
- **Both Parents**
- **Father**
- **Mother**
- **Spouse**
- **Other**
- **Who claims you for federal income tax purposes?**
- **Self**
- **Both Parents**
- **Father**
- **Mother**
- **Spouse**
- **Other**
- **Parents/Guardian Marital Status:**
- **Single/never married**
- **Married**
- **Divorced/separated**
- **Widowed**
- **Remarried**
- **Not applicable**
- **If parents are divorced or separated, who is the custodial parent?**
- **Father**
- **Mother**
- **Shared custody**
- **Not applicable**
- **What is their employment status?**
- **Full-time**
- **Part-time**
- **Unemployed**
- **Retired**
- **Disabled**
- **Other ____________________________________________________**
- **Employer Name:**
- **Telephone: ( _________ ) _____________________**
- **Employment Dates: From (mm/yy) _________ /_________ To (mm/yy) _________ /_________**
- **If yes, date present stay began. ________________________**
- **If yes, Driver’s License or ID Number:**
- **State:**
- **Date Issued:**
- **Expiration Date:**
- **Vehicle Registration State:**
- **Date Issued:**
- **Renewed**
- **New Purchase Date:**
- **Transfer from another state**
- **Home of Record on L.E.S.: __________________________________________**
- **I hereby certify that the information I have provided on this application is complete and correct. I understand that falsification or failure to provide the correct information or omission of previous college attendance may lead to disqualification of my application for admission and immediate cancellation of registration at Horry-Georgetown Technical College.**
- **I understand that this information will be used to determine South Carolina residency status for tuition and fee purposes.**
- **I understand that pursuant to the S.C. Family Privacy Act of 2002, my personal information is subject to public scrutiny or release.**
- **I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of college classes and activities.**
- **I understand that I am responsible for paying all charges and educational costs. I also understand that should the college deem it necessary to refer any unpaid expenses and/or interest to an attorney or collection agency that I am responsible for all cost of collection, including but not limited to collection agency fees.**
- **I understand the FERPA Act of 1974 is a federal law that protects the privacy of and grants certain rights to my educational records. This law allows HGTC to share directory information, such as name, dates of attendance, and awards. Information is also used to publish honor list, commencement programs, and other student recognition programs.**

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### PARENTS / GUARDIAN(S)’S/SPouse’S INFORMATION

- **First Name:**
- **Last Name:**
- **Relationship:**
- **Citizenship:**
- **U.S. citizen**
- **Permanent Resident**
- **Other — Specify:**
- **Does this person reside in South Carolina?**
- **Yes**
- **No**
- **If yes, date present stay began. ________________________**
- **Does this person reside in Horry or Georgetown County?**
- **Yes**
- **No**
- **If yes, date present stay began. ________________________**
- **What is his/her address?**
- **(Street, City, State, Zip code):**
- **Does this person have a valid Driver’s License?**
- **Yes**
- **No**
- **If no, does this person have a State Issued Identification Card?**
- **Yes**
- **No**
- **Driver’s License Number:**
- **State:**
- **Date Issued:**
- **Expiration Date:**
- **Vehicle Registration State:**
- **Date Issued:**
- **Renewed**
- **New Purchase Date:**
- **Transfer from another state**
- **Home of Record on L.E.S.: __________________________________________**
- **If your parent/guardian relocated to South Carolina, what was the previous state of residence?**

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### STUDENTS / APPLICANT(S)’S INFORMATION

- **Name of Student:**
- **Date of Birth:**
- **Are you licensed to drive?**
- **Yes**
- **No**
- **If no, do you have a State Issued Identification Card?**
- **Yes**
- **No**
- **If yes, Driver’s License or ID Number:**
- **State:**
- **Date Issued:**
- **Expiration Date:**
- **With whom do you reside?**
- **Self**
- **Both Parents**
- **Father**
- **Mother**
- **Spouse**
- **Other**
- **Who claims you for federal income tax purposes?**
- **Self**
- **Both Parents**
- **Father**
- **Mother**
- **Spouse**
- **Other**
- **Parents/Guardian Marital Status:**
- **Single/never married**
- **Married**
- **Divorced/separated**
- **Widowed**
- **Remarried**
- **Not applicable**
- **If parents are divorced or separated, who is the custodial parent?**
- **Father**
- **Mother**
- **Shared custody**
- **Not applicable**
- **What is their employment status?**
- **Full-time**
- **Part-time**
- **Unemployed**
- **Retired**
- **Disabled**
- **Other ____________________________________________________**
- **Employer Name:**
- **Telephone: ( _________ ) _____________________**
- **Employment Dates: From (mm/yy) _________ /_________ To (mm/yy) _________ /_________**
- **If yes, date present stay began. ________________________**
- **If yes, Driver’s License or ID Number:**
- **State:**
- **Date Issued:**
- **Expiration Date:**
- **Vehicle Registration State:**
- **Date Issued:**
- **Renewed**
- **New Purchase Date:**
- **Transfer from another state**
- **Home of Record on L.E.S.: __________________________________________**

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Use this checklist and complete every step to make sure the enrollment process run smoothly and efficiently. Remember, submitting your admissions and financial aid application is only the beginning of the enrollment process.

- Pay close attention to deadlines for application processes, registration, and payment.
- Follow up on all requests from the Admissions and Financial Aid Offices.
- Act early to diminish your chances of standing in long lines and to reduce delays in processing your applications.

GET STARTED!

- **Apply for Admission**
  Fill out the admissions application.

- **Request Transcripts Immediately**
  - **All Students:** Have an official final high school transcript or GED mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.
  - **Transfer Students:** Have official copies of all prior college/university transcripts mailed to the Office of Admissions at PO Box 261966, Conway, SC 29528-6066 or emailed to transcripts@hgtc.edu.

- **Submit ACT or SAT scores to the Office of Admissions.**

- **Apply for Financial Aid**
  You should apply for financial aid at the same time that you apply for admissions. Although you do not have to be admitted or registered for classes before you apply for financial aid, these two steps go hand in hand and should be completed together.
  Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to fill out the online Financial Aid Application and use School Code 004925 to have your information sent to HGTC.

- **Get myHGTC Login Information**
  You will receive myHGTC login information after you have been admitted to HGTC. The Office of Admissions will provide your myHGTC username and password in your acceptance letter.

- **Meet with a New Student Advisor**
  After you’ve been accepted, meet with your new student advisor to develop your academic plan and to determine which courses you need to take.

- **Register for Classes**
  Log in to myHGTC with your username and password to sign up for your classes. You must sign up for classes through your myHGTC account. Pick the courses required for your major as recommended by the new student advisor on the days, times, and campus locations that work best for your schedule.

- **Orientation**
  Attend an orientation session to become familiar with the services and resources available at the college. Check your myHGTC account for more information.

- **Pay for Classes**
  Check myHGTC to be certain your financial aid has been awarded and is in place for the semester. You may be required to cover some expenses out-of-pocket if you do not receive full financial aid benefits. Classes may be paid for in the Student Accounts Office on any campus or online via myHGTC.

**Statement of Equal Opportunity**

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All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College’s Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, jacquelyne.snyder@hgtc.edu.

Other inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

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