

SELF-PAY COURSE APPROVAL FORM FOR DUAL AND JOINT ENROLLMENT STUDENTS

This form is to be completed by any high school or home study student seeking to enroll in any college course which will be fully or partially ineligible for State of Georgia Dual Enrollment funding. **Sections A-E** are required. **Sections F-G** must be completed by the high school or home study if high school credit is requested. A completed form is required for course registration. A new form must be submitted each term a self-pay course will be taken.

SECTION A: STUDENT INFORMATION

Full Legal Name: _____ Date of Birth: _____ Current Grade: _____
(mm/dd/yyyy)

Full High School Name: _____

Anticipated HS Graduation Date: _____ GTID (if known): _____ *Note: only public school students have a GTID*
(mm/yyyy)

College/University Name: _____ College/University Student ID (if known): _____

College/University Term: Fall Winter Spring Summer Year: _____ *Note: a new form is required each term*

I am ineligible for State of Georgia Dual Enrollment Program funding for the course(s) listed on this form for following reason:

- I don't meet the Dual Enrollment Funding Program's Georgia residency and/or citizenship requirement.
- I'll enroll in a course that does not appear on the [Dual Enrollment Course Directory](#).
- I have already met the Dual Enrollment funding cap or will enroll in hours that will exceed the funding cap.
- I'll participate in the 10th grade but don't meet the 10th grade dual enrollment funding requirements.
- I'll participate in the 9th grade and understand that 9th graders are ineligible for dual enrollment funding.
- I am no longer eligible for funding due to having 2 course withdrawals or failing to maintain satisfactory academic progress (SAP).
- I am retaking a course for which I already received Dual Enrollment funding.
- I attend a high school that does not participate in the Dual Enrollment funding program.

SECTION B: STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENTS

By initialing below I acknowledge that I have read and am in agreement with the following:

Student Parent/
 Guardian

- The student must apply for admission and be accepted by the college (postsecondary institution).
- Attempted postsecondary courses and grades may become a part of the student's permanent high school and college academic history and transcript records.
- Courses taught on the postsecondary campus generally follow the college calendar which may not be the same as the high school calendar.
- A public high school student participating in the Accelerated Career Diploma (formerly High School Graduation Option B/SB2) must complete all state-required courses and assessments per the GADOE assessment guidelines/requirements, whether courses are taken at the high school or through Dual Enrollment. The Accelerated Career Diploma requirements can be found here: <https://apps.gadoe.org/sboe/SBOE%20Rules/160-4-2-.34.pdf>.
- Tuition, fees, and books are charged in accordance with the postsecondary institution policies.
- The high school counselor must be consulted before any schedule changes are made if high school credit is expected.
- Course withdrawals are recorded on the high school transcript according to the school or school system's dual enrollment withdrawal policy. Withdrawals also appear on the college transcript.
- The U.S. Department of Education requires all postsecondary institutions to provide training on sexual assault awareness and prevention under the Violence against Women Act. This mandatory training information will be provided by postsecondary institutions at no cost to the student.
- The student is subject to all requirements, policies, regulations, and deadlines defined in the postsecondary catalog and schedule of classes, and course requirements established by the instructor on the course syllabus.
- Dual enrollment is an optional program designed for high school students who demonstrate college readiness. Participation requires significant commitment, as college courses are more rigorous and require a higher degree of independent responsibility and accountability, than high school courses. The courses are not modified based on a student's age or maturity and involve college-level discussions, assignments, and perspectives that may include topics not typically covered in high school, with no alternatives provided.

SECTION C: COLLEGE COURSES *(Not sure what courses you plan to take? Your college/university advisor can assist with your course selections.)*

Which course(s) do you plan to take that will be fully or partially self-pay (i.e. will be fully or partially ineligible for Dual Enrollment Program funding)? Any courses that will be fully funded by the Dual Enrollment Program should not be listed.

Course Prefix & Number	College/University Course Title	Self-Pay Hours/ Total Hours

SECTION F: COMPLETED BY YOUR HS COUNSELOR *(This section is required if the student is seeking high school credit for any course listed in Section C)*

For each course listed in **Section C**, what high school credit is the student authorized to receive?

High School or Dual Enrollment Course Number	High School or Dual Enrollment Course Title

SECTION D: STUDENT SIGNATURE

After reading and confirming, type your name in the signature field below as you would sign an official document.

I hereby grant permission for my college/university to release information of my enrollment and grades, including class schedules and transcripts, to my high school or home study for the purpose of supporting my success as a high school and college student and verifying my high school graduation requirements. This release shall remain in effect throughout my enrollment as a dual enrollment/joint enrollment student.

Phone:

Email:

Signature:

Date: *(mm/dd/yyyy)*

SECTION G: HS COUNSELOR SIGNATURE

(This section is required if student is seeking high school credit for any course listed in Section C)

Type your name in the signature field below as you would sign an official document.

Printed Name:

Phone: Extension:

High School:

District (if applicable):

Email:

Signature:

Date: *(mm/dd/yyyy)*

SECTION E: PARENT/GUARDIAN SIGNATURE

After reading and confirming, type your name in the signature field below as you would sign an official document.

As the parent or guardian of the above-named student, I give permission for the student to attend the college or university listed in **Section A** as a dual enrollment/joint enrollment student. I understand that I am responsible for the payment of any tuition and fees charged by the college/university resulting from the enrollment of the above-named student in courses ineligible for the State of Georgia Dual Enrollment or HOPE Grant funding.

Printed Name:

Phone: Email:

Signature:

Date: *(mm/dd/yyyy)*

A completed form is required for postsecondary advisement and course registration. Completed forms must be submitted to the college or university listed in **Section A**.

