



## Gull Lake Community Schools Dual Enrollment Agreement and Guidelines

1. **Eligibility–To participate in the Dual Enrollment Program through Gull Lake Community Schools you must:**
  - a. Be in grades 9-12 ONLY
  - b. Maintain enrollment in at least one high school concurrent course hosted by Gull Lake Community Schools.
  - c. Comply with all other state law requirements for dual enrollment.
2. **Dual Enrollment Steps:**
  - a. Complete an initial consultation session with a GLHS Counselor or GLVP Advisor.
  - b. Apply (online or in-person) and be admitted to the college/university of your choice.
  - c. Be sure to select GLHS or GLVP as your high school. (GLVP ONLY-Do not select home school)
  - d. Take the ACCUPLACER (or other placement test per the requirements of the college).
  - e. Meet with a college and/or GLCS Counselor or GLVP Advisor to discuss your upcoming semester's schedule of courses.
  - f. Schedule and attend an orientation at the college.
3. **Tuition Reimbursement Process:**
  - a. KVCC or WMU: Once you create your college semester's course schedule, then register for courses and submit the appropriate tuition reimbursement request for approval (PSEO or 3rd Party Billing Form) to your GLHS Counselor or GLVP Advisor.
  - b. KCC: Submit a request for tuition reimbursement listing your intended course schedule, receive approval for those courses from your GLHS Counselor or GLVP Advisor and register for those approved courses on Etrieve. (Online registration)
  - c. Students may select another college or university in Michigan with the approval of your GLHS Counselor or GLVP Advisor
4. **Other Considerations and Requirements: PARENT INITIALS REQUIRED FOR EACH STATEMENT.**
  - a. The college course must be academic in nature and apply toward the completion of a certificate/degree. \_\_\_\_\_
  - b. The course must take place during the academic school year. Summer courses or self pay courses are the financial responsibility of the student/parent and will be listed on the high school transcript for credit only. \_\_\_\_\_
  - c. **(GLHS ONLY)** Students must schedule the college course(s) and drive time around their GLHS school day. \_\_\_\_\_
  - d. Students are responsible to monitor college calendars–Holiday Breaks, Spring Breaks, etc.. If the GLHS or GLVP calendar does not match the college calendar, the student is expected to attend their college classes during GLCS's breaks. Students should carefully consider extracurricular activities when selecting college class times. \_\_\_\_\_
  - e. All college courses will be recorded on your high school transcript as a 1.0 high school credit for each 3-4-5 credit college course and calculated into your GPA. 2 credit college courses will be listed as a .5 credit. \_\_\_\_\_
  - f. It is the student's responsibility to check course equivalency guides for potential future colleges/universities in order to verify credit transferability. \_\_\_\_\_
  - g. Grades earned in the Dual Enrollment program become a permanent part of your high school and college transcript. \_\_\_\_\_
  - h. GLCS pays for an allotted amount per course, in accordance with state aid. You must pay any tuition, fees, or other costs that are ABOVE the amount allowed under the GLCS tuition reimbursement policy. \_\_\_\_\_
  - i. Textbook costs may be reimbursed if funds are remaining after tuition and other fees are paid. You will pay for your books initially and save receipts. Reimbursement requests must be submitted at the end of each semester for consideration (January and May). \_\_\_\_\_
  - j. You are not eligible for any college scholarships, federal financial aid, or any other grants while accessing the Dual Enrollment program through GLCS. \_\_\_\_\_
  - k. Students are responsible for knowing the college's last date to drop with 100% refund and the last day to withdraw with no refund. These dates are available on the college's website. \_\_\_\_\_
  - l. Withdrawals and changes MUST be pre-approved by your GLHS Counselor or GLVP Advisor. Refunded classes must be rescheduled. Non-refunded classes will be recorded as a WF(Withdraw Fail) on the GLHS or GLVP transcript. \_\_\_\_\_
  - m. If you fail a dual enrollment course (E, 0.0) or withdraw after the official drop deadline has passed (as set by your college of choice) you will be required to reimburse GLCS for tuition that was paid to the college/university. \_\_\_\_\_
  - n. If you perform poorly in a Dual Enrollment course (i.e. by receiving a grade of D or E) your continued participation in the program could be impacted. Additionally, a D or E may impact future financial aid eligibility in college. \_\_\_\_\_
  - o. Students may request that a course(s) be weighted on their GLHS or GLVP transcript. A student may request a grade weighting form from the GLHS Guidance Office or GLVP Advisor. PLEASE NOTE: College level 100/200 or 1000/2000 are not considered for weighting. \_\_\_\_\_
  - p. **I have reviewed the requirements and conditions and will comply with all other state law requirements for dual enrollment. I understand that these are subject to change at any time, consistent with state law.**

Parent Signature \_\_\_\_\_