Dual Enrollment Program Recommendation/Permission Form

Last Name (Print)	First Name (Print)	Middle Name (Print)	Social Security #

High School Grade Level	Anticipated Graduation Date	Name of High School

Parent/Guardian First & Last Name (Print) _____

As the Parent/Guardian of the above student, the student and I understand the following. Please check each item:

- ☐ I/we have read the Dual Enrollment guidelines found on the GAfutures website www.GAfutures.org and informed the high school counselor that we want to participate in dual enrollment.

- ☐ I/we understand that students must complete all Athens Technical College application procedures for both the college and GAfutures and meet college entrance requirements.

- ☐ The GAfutures funding application completion is the responsibility of the student and must be done every year. I/we understand that the responsibility of the application completion by all responsible parties, (student, parent, high school, and college) is up to the student.

- ☐ I/we understand that the **Dual Enrollment program covers the cost of tuition, mandatory fees, and books for up to 30 semester hours.** Be advised that any expense over the 30 hours that is not eligible for Dual Enrollment funding will be the responsibility of the student.
  - I/we understand that the *student is responsible for tracking all credit hours* attempted and/or earned by the student *at all colleges* the student has attended in the Dual Enrollment program.

- ☐ I/we understand that the student may be registering for credit hours that may not be eligible for Dual Enrollment Funding available under the Georgia Law (HB444), and if my student is not eligible for dual enrollment funding for any reason, I/we agree to pay all tuition, fees, supplies, and book costs that are not covered by the Dual Enrollment funding program, at the applicable residency rate. Examples:
  - Course(s) may not be listed on the www.GAfutures.org course directory, and therefore not approved for dual Funding.
  - Student has taken more than the maximum 30 hours allotted for the program.
  - Enrolled in a General Education (core) course as a 10th grader without meeting requirements.
  - Satisfactory Academic Progress (SAP) must be met to remain in good standing with the college. SAP requires a minimum of a 2.0 GPA and completion of 67% of all college classes.

- Withdrawn from two courses. Students must notify the college ***AND*** high school in writing if they withdraw from any college class.
- Retakes a course for which has already be taken and paid by Dual Enrollment funding.
- Enrolled in a course that the high school does not authorize.
- Attends a high school that is not a participant in the Dual Enrollment program.

☐ I/we understand that we may be eligible for the HOPE Grant/HOPE Career grant for eligible courses/programs. I/we must provide proof of lawful presence, i.e. submit required documentation. I/we acknowledge that this grant may not cover 100% costs and agree to pay all tuition, fees, supplies, and books not covered by these grants.

☐ I/we understand that textbooks are on loan from the college's library and must be returned to the college's library at the conclusion of each semester. I/we understand that the college's library will place a hold on the student's account and bill the student for textbooks not returned from prior semesters. The hold can prevent future registration and transcripts from being sent to other institutions other than their high school.

☐ I/we understand that Athens Technical College will not provide textbooks to students who are not funded through Dual Enrollment.

☐ I/we understand that if the student wishes for us to communicate with his/her parent/guardian, a college **Release of Information** form must be submitted to registration and records. This is a federal law, FERPA, Family Education Rights and Privacy Act.

☐ I/we understand that student will take college-level coursework that covers college content. If a question arises, it is the **student's** responsibility to first contact the college instructor to attempt resolution.

☐ Athens Technical College provides reasonable accommodations for any person with a disability. An IEP developed at the high school level does **not** apply to college courses. At the college level, requests for accommodation must be ***student initiated*** by enrolling in services through the college.

☐ I/we understand that **all online classes** will require an **on campus proctored** midterm and/or final exam.

☐ I/we understand that once a student is registered for a class, they cannot adjust their class schedule after the add/drop period. Changes are only considered after the add/drop period if extenuating circumstances (e.g., medical, family emergency) arise.

☐ I/we understand that the student must adhere to college policies and procedures for courses taken with the college. This includes course attendance policies, missed assignments/tests, make-up work, academic honesty, etc.

☐ I/we understand the student will receive an academic letter grade displayed on the college transcript sent to the high school and the high school will convert this into a numeric grade. The student is responsible for keeping both the high school coordinator **and** high school counselor informed of enrollment and academic status, i.e. students must be enrolled in an eligible high school and remain on track for high school graduation to participate in the dual enrollment program.

☐ I/we agree to the flexible class schedule of Athens Technical College which indicates that the student may NOT be required to attend class(es). College class formats can be online or face to face and may not meet every day of the week as specified by the college schedule and instructor. The college is not responsible for tracking attendance and student locations as they are in college while dually enrolled.

ATTENTION: Please skip this step if you are not an Accelerated Career student.

Accelerated Career Pathways give eligible students an opportunity to fast-track their education. With this program, students can earn both a high school diploma and one of the following:

- An Associate of Applied Science Degree (AAS)
- A Technical Diploma
- A Published Program Leading to Licensure (PLL)
- Two Published Technical Certificates of Credit (TCCs)

Students pursuing Technical Certificates of Credit (TCCs) can combine two TCCs within the same program area to meet the requirements for the Accelerated Career Diploma (ACD). The "ACE" Grant covers the cost of the chosen pathway.

Students choosing an Accelerated Career Pathway must contact their high school counselor, and the counselor must complete this section and sign below.

Student Declares Accelerated Career Diploma: Yes or No **Name of School: _____**

Name of Accelerated Career Program: _____

Printed Name of Counselor: _____

Counselor's Signature: _____ Date: _____

☐ As the parent/guardian of the above named student, my signature on this waiver certifies that I have read, understand, and accept the above information and the content regarding Dual Enrollment policies found at www.AthensTechnicalCollege.edu and www.GAfutures.org. I agree to hold harmless and expressly waive any legal claims that could otherwise be made against Athens Technical College or the Technical College System of Georgia with regard to any authorized actions taken by the technical college, or for any out-of-pocket payments made by me to enroll my student in Dual Enrollment courses.

Acknowledgement Signature Required. Please submit this copy to Dual Enrollment Admissions dualenrollment@athenstech.edu and keep a copy of this document for your records.

STUDENT SIGNATURE REQUIRED: _____

- I have read, understand, and agree to the statements above.

□ Date _____

□ Email Address _____

□ Date of Birth _____

□ Current Grade in High School _____

PARENT/GUARDIAN SIGNATURE REQUIRED: _____

- As legal parent/guardian of student named above, I have read, understand, and agree to the statements above.

□ Date _____

□ Parent Email Address _____

As set forth in its student catalog, Athens Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Lindsey Brooker, Director of Student Support Services, Section 504 and the Americans With Disabilities Act (ADA) Coordinator, Office K614a, 706-583-2893, brooker@athenstech.edu, Courtney Mattox, Director of Human Resources, Title VI, Title VII, and Title IX Coordinator (Employee), Office K514a, 706-583-2818, cmattox@athenstech.edu, Susan Fyffe, Vice President of Student Affairs, Title IX Coordinator (Student), Office H772, 706-355-5124, sfyffe@athenstech.edu, 800 U.S. Highway 29 North, Athens, GA 30601