

# Technical Institute Dual Enrollment Approval Form

## Expectations & Guidelines:

1. The cost of technical institute Dual Enrollment courses is \$48.33 per credit hour, plus books and any additional fees.
2. Courses offered are college courses with college-level expectations and standards. Students must keep current on their coursework – assignments, email, student portal, and other related activities. Students will be graded accordingly.
3. Grades for Dual Enrollment courses will be provided to the student’s School District. Grades will also be recorded on technical institute transcripts. Students can request a copy of their official transcript by contacting the technical institute’s Registrar’s Office.
4. All courses will become part of and remain on the student’s permanent record. It is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if the Dual Enrollment credits that you have earned are transferable. Technical institutes cannot guarantee transferability of credits to any institution.
5. Students must be aware of the published add/drop with refund and withdraw dates.
6. Before dropping a Dual Enrollment course, students must consult with their high school counselor to determine the best plan to be followed. Once the step has been completed, the student must contact the technical institute to complete the drop process. Students who stop attending class without processing an official withdrawal will stay on the course roster and be assigned a failing grade for the course.
7. Courses are subject to change or cancellation based on meeting minimum enrollment.
8. There is no financial aid available to dual credit course work.

I acknowledge that federal law permits institutions of higher education to disclose academic, enrollment, and financial aid information about me to staff who need to know such information to carry out their administrative tasks. I understand and acknowledge that the institutions that comprise the South Dakota system of higher education are also permitted to share such academic, enrollment and financial aid information, either within or outside the South Dakota system of higher education, when I transfer between institutions or when I enroll in coursework from more than one institution during a term. By participating in this dual enrollment program, I will be deemed to have consented to the disclosure of academic information, including, but not limited to, academic standing, progress, and grades, with the technical institute and my high school.

Additionally, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Since dual credit courses are taken at a school beyond the high school, the technical institutes are not allowed to share information – outside of directory information – with anyone unless authorized by the student.

With my signature below, I verify that all information on the application is complete and accurate to the best of my knowledge. Additionally, by signing below I understand that I am giving my permission to release any academic information, financial information or disciplinary action to my Parent/Guardian, as well as my school district. If admitted, I agree to observe the rules and regulations of the technical institute.

Student Name: \_\_\_\_\_ Student Birthdate: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Student Signature \_\_\_\_\_ Student Email: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

## Courses you applied for:

Course Number	Section	Course Title	Credits	Day & Time or On-line	Semester
<i>ENGL 101T</i>	<i>1</i>	<i>English Composition (Example Class)</i>	<i>3</i>	<i>MWF, 10:00 to 10:50 a.m.</i>	<i>Fall</i>

## Please check the appropriate box regarding payment for dual credit coursework:

- The student is responsible for the cost of the course(s).       The school district is responsible for the cost of the course(s).

High School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Official Phone No.: \_\_\_\_\_ High School Graduation Year: \_\_\_\_\_

High School Official Email: \_\_\_\_\_

**Please return by fax, email or mail to the appropriate technical institute along with any other required materials.**

**\*Transcript Required**