



## PARTNERSHIP DUAL ENROLLMENT PROGRAM AGREEMENT

This agreement outlines the basic requirements, process and tuition reimbursement policies of the Gull Lake Community Schools (GLCS) Partnership's Dual Enrollment (DE) Program.

### PROGRAM REQUIREMENTS

1. Eligibility - to participate in the GLCS Partnership DE program, you must:
  - a. Be in Grades 9-12,
  - b. Enrolled in the GLCS Partnership.
2. DE Process
  - a. Complete an initial consultation session with a Partnership DE College Consultant.
  - b. Apply (online or in-person) and be admitted to the college/university of your choice.
  - c. Take the ACCUPLACER (or other type of placement test per the recommendation of your college).  
NOTE: This step can precede your application to a college of your choice.
  - d. Meet with a college and/or GLCS Counselor to discuss your upcoming semester's schedule of courses.
  - e. Schedule and attend an orientation at that college.
  - f. Choose to enroll in up to three college courses per semester.
3. Tuition Reimbursement
  - a. If you choose attend Kalamazoo Valley Community College (KVCC) or Western Michigan University (WMU), once you create your college semester's course schedule, then register for courses at KVCC or WMU and submit a tuition reimbursement request (PSEO) for approval to the GLP OR,
  - b. If you choose to attend Kellogg Community College (KCC), submit a request for tuition reimbursement listing your intended course schedule, receive approval for those courses from GLCS Administration, and then register for those approved classes at KCC.
4. Other Considerations
  - a. DE college courses must be academic in nature or applicable to career preparation.
  - b. Courses that are offered during the summer--or of a hobby, craft, recreational, physical education, or religious education nature--are not eligible for DE tuition support. Exceptions can be made if a course is part of your major and/or Associate Degree programs.
  - c. College course(s) will be recorded on your high school transcript as 1.0 high school credit for each 3-4 credits college course (.75 for the Class of 2018 students) and calculated into the high school grade point average--unless you designate the course for college credit only.
  - d. Grades earned in the DE program become a permanent part of your college transcript.
  - e. You must pay any tuition, fees, or other costs that are ABOVE the amount allowed under the GLCS tuition reimbursement policy.
  - f. You are not eligible for any college scholarships or any other grants while receiving DE tuition reimbursement from GLCS.
  - g. If you fail a DE course, or withdraw after the official drop deadline has passed (as set by your college of choice), you will be required to reimburse the district for expenses that were paid to the college/university per the discretion of the GLCS Superintendent.
  - h. If you perform poorly in a DE course (i.e., by receiving a grade of D or E), your continued participation in the Partnership's DE program could be impacted.

I have read/understood all of the above requirements and considerations of the GLCS Partnership DE Program:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (s)

\_\_\_\_\_  
Date