

## Dual Enrollment Eligibility Letter

Dear Student,

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may enroll in postsecondary courses. Students cannot enroll in a dual enrollment course after their fourth year of high school with the exception of an early college program.
2. Students can qualify for dual enrollment by taking a state assigned standardized test. See the counseling department website for a link to the qualifying scores.
3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.
4. Students must be enrolled in both Holly High School and eligible postsecondary institutions during our regular academic year and must be enrolled in at least three Holly High School classes per term.
5. Dual Enrollment must be on the student's schedule and cannot exceed the 5 period school day (i.e. a student can not go beyond the 5 hour period in a school day. Dual enrollment must be 1 of their 5 courses). However, the dual enrollment course does not need to be taken during the 5 hour school day (i.e. evening courses are allowed).
6. The college courses must be from a Degree granting program cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, religious education or a course that is offered, or similar to a course offered, at Holly High School.
7. Students may not use a Dual Enrollment course to substitute for a Holly High School or MMC graduation requirement.
8. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees. Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact your school counselor.

***\*Please see your Counselor for more information or to apply for Dual Enrollment***

Thank you,  
The Holly High School Counseling Department

# Holly High School Dual Enrollment Form

Date \_\_\_\_\_ Student Name \_\_\_\_\_ ID # \_\_\_\_\_

## **Guidelines for Dual Enrollment**

- Review Holly High School schedule with my high school counselor to ensure that dual enrollment will not conflict with my current schedule.
- Complete these forms, which you are currently completing:  
**Dual Enrollment Form** and **Verification of Eligibility Form**.  
Check the college website to determine which classes you are interested in and write them on the Verification of Eligibility Form. Reminder: Students can only register for courses approved on the Verification of Eligibility Form.
- When ***all Signatures are complete*** the form will then be taken to Central Office for the ***last signature, Business Office***.
- Students must complete an application online and contact the college's admission office to schedule a placement test. The college will not allow students to register without a placement test or a qualifying AP/ACT score.
- When registering for courses students should take a copy of their high school transcript to their institution. AP students may be able to avoid taking a placement test based on their AP grade/score. If you do not have your AP score, please print it from your college board account or see your counselor.
- Check registration deadlines for the college you plan to attend.
- To be scheduled as a dual enrollment student at Holly High School, students **MUST** return a college schedule to their counselor before the start of each trimester for approval.
- Students attending an outside Institution **MUST** fill out the Authorization to Release Information Form from the college. You will need to add your counselor to this form.
- To receive high school credit for college work students **MUST** bring in their college report card to your high school counselor after completion of the class.
- I agree to pay any costs for tuition, fees, etc. that are above the cost paid by the district. Books become property of the high school after completion of the course. Students may choose to purchase their own book if they wish to keep the book.
- If a student fails to successfully complete his/her course, the student **MUST** repay the school district any eligible charges expended by the school district that are not refunded by the institution. \_\_\_\_\_ **Parent Initial**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Dual Enrollment Verification of Eligibility Form

Student Name \_\_\_\_\_

SS# \_\_\_\_\_

The above student is currently attending Holly High School and is eligible for dual enrollment. We understand that your institution will transmit a bill to our district detailing the tuition and fees for this student. Please be advised that Holly Area Schools will pay up to \$\_\_\_\_\_ for the courses listed below.

## COURSES

## COLLEGE/UNIVERSITY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

Holly Area Schools  
920 E. Baird Street  
Holly, MI 48442  
Business Office, Steve Lenar  
248-328-3100