

TEMPLATE DUAL ENROLLMENT AGREEMENT



The District Board of Trustees
Of Seminole State College

And

<Insert Name of Seminole County
Private School>

August 1, 2018

Private School Dual Enrollment Agreement Template

The District Board of Trustees of Seminole State College

THIS AGREEMENT is effective from July 1, 2018, through June 30, 2019, by and between <Insert Name of Private School and address>, situated in Seminole County, Florida, hereinafter referred to as "School", and the District Board of Trustees of Seminole State College of Florida, situated in Seminole County, Florida, hereinafter referred to as the "College."

Purpose of Agreement:

The agreement provides for acceleration of <Insert School Name> high school students through the dual enrollment program and provides for identification of eligible students through placement testing, and student advisement. Dual enrollment courses are offered as part of the regular college course sections on the college campus, online, and in special sections when appropriate and as identified for <Insert School name>.

Ratification or Modification of All Existing Articulation Agreements

This Agreement serves to ratify current existing Agreements between <Insert the Name of Private School> and the College, including but not limited to Agreements pertaining to Dual Enrollment and College Placement Testing. The provisions set forth in this Agreement enables qualified students to pursue college courses with minimal difficulty. It also provides an opportunity for students to earn both high school elective and college elective credit.

Definition of Terms

1. Dual Enrollment - This term, though often used to describe all early college programs, refers specifically to part-time college students who are in high school.
2. Principal - The Principal or designee of the School.
3. Counselor - The counselor or advisor or any staff or teacher assigned the duty of counseling School students.
4. Dual Enrollment Liaison - The person assigned the duty of overseeing dual enrollment for the School.
5. Home High School - Refers to the School.
6. Associate in Arts Degree (AA) - The degree which prepares students to transfer to a college or university for a bachelor's (also known as a "four-year") degree.
7. Associate in Science Degree (AS) - The degree preparing student to enter the workforce, such as the Associate Degree in Nursing, after 2 years. This degree may transfer to universities.

Dual Enrollment Description

- The purpose of dual enrollment is to allow acceleration of academically-talented students while still enrolled in high school to take courses at the College which

count toward high school credit and toward a college AA or AS degree.

- Participation in dual enrollment may not exceed six terms.
- Dual enrollment credits may be in addition to the normal high school load or a part of the student's regular load.
- Credits must be used to fulfill high school requirements.
- The normal process of course selection includes communication between the enrollment/advisement service of the College and the staff at <Insert School Name>.

Description of Process for Informing Parents and Students

Students and parents are informed about dual enrollment opportunities and processes through the following venues:

- High school visits/advising sessions
- Parent information sessions
- High school curriculum guides
- High school guidance offices
- High school guidance websites
- Program Flyers
- College Dual Enrollment website

Courses to be offered

1. Dual enrollment courses will be offered in accordance with sections 1000.21; 1007.24; 1007.27; 1007.271; and 1008.345, F.S. Approved dual enrollment course offerings are specified by the Florida Department of Education's statewide Agreement for Dual Enrollment Courses. The current list is found on the DOE website at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. In addition, high school credit for dual enrollment courses will be awarded in accordance with the fore mentioned Agreement.
2. Per 1007.271 F.S., applied academics for adult education instruction, developmental education, and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.

Student Eligibility for Participation

1. Students will initiate their application for dual enrollment courses with their School guidance department. The school guidance department and the College's Office of Dual Enrollment are responsible for screening students prior to enrollment.
2. Students must be enrolled in at least one (1) high school credit course during each term, excluding summer.
3. Students must have a cumulative unweighted high school grade point average of 3.0

or better and the signature of the high school principal or designee on the Advanced Instruction (869) form, giving approval for enrollment in specific courses.

4. Students may take up to 12 credit hours per term.
5. Students must take and present official test scores from one of the approved state college placement exams, P.E.R.T., SAT or ACT and place at the college level in the skill areas that are required for the courses the student wishes to take. Students may mix placement exams for the highest placement in each skill area. The ACT and SAT are only used to determine college –level skills and to exempt the student from any college preparatory courses. The placement test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years.
6. Pursuant to Section 1008.30(4) (a), Florida Statutes, and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference, students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students must meet or exceed placement test scores of the following:

Test	Reading	Writing/ English	Math (MAT1033)	Math (MAC1105)
PERT	106	103	114	123
SAT	24	25	24	27.5
ACT	19	17	19	23
CPT	83	83	72	n/a

7. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credits hours prior to the correction of all deficiencies.
 - a. Exceptions to the twelve (12) college credit hour limitation may be granted by the College provided that the dual-enrolled student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which the student has been deemed deficient by the post-secondary readiness assessment.
 - b. In addition, the dual enrolled student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics must be advised by <insert school name> of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excess college credit, as outlined in section 1009.286, F.S.
8. Students desiring to enroll in college credit courses at the high school must meet the course pre-requisites and any applicable placement test score requirements, just as students desiring to enroll in the same courses on the College campus prior to

beginning the courses.

9. The Dual Enrollment Application will be used by high school guidance staff to inform students and parents of basic expectations of students who participate in dual enrollment.
10. High school guidance personnel will provide the College's Dual Enrollment Office with a completed Dual Enrollment Application, transcripts and test scores for each student applying for dual enrollment. Students requiring PERT testing at Seminole State College must have a signed "Dual Enrollment Placement Test Referral Form" filled out by the high school or Seminole State College representative.
11. Per 1007.271, regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.
12. Students who enroll in college courses in the summer after their high school graduation must do so as degree-seeking students rather than dual enrolled students unless: 1) the college course begins and ends prior to their high school graduation date and 2) contributes to the requirements necessary for high school graduation.

Continued Dual Enrollment

1. Continued eligibility for dual enrollment requires that students maintain the high school GPA's listed above and a 2.0 or higher college GPA.
2. Students who graduate from high school prior to the completion of the postsecondary course may not register for the course through dual enrollment.
3. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

Exceptions, if any (Students)

1. Exemptions to the grade point average, course pre-requisites, and the maximum number of allowable college credits or other items as specified in the eligibility section of this document may be initiated by the high school principal or designee. Approval by the College's Vice-President for Academic Affairs or the appropriate Academic Associate Vice President or Academic Dean is needed before an exemption can be granted. No exemptions or waiver of college readiness as determined by test scores is possible for any specific course that requires college readiness.
2. The high school guidance department or registrar will notify the College, in writing, of the reasons why the principal wishes to exempt a student from the stated criteria.

3. It is the responsibility of the Vice President for Academic Affairs or the Academic Associate Vice President or Academic Dean to notify the principal of the approval or disapproval of the exemption within ten (10) working days from receipt of the exemption request.

Description of Process for Students and Parents to Exercise Options to Participate

Students and Parents may exercise options to participate in the Dual Enrollment Program through the following venues:

- High school visits/advising sessions
- Parent information sessions
- High school curriculum guides
- High school guidance offices
- High school guidance websites
- Program Flyers
- College Dual Enrollment website

Additionally, the document detailing steps to enroll is available on the College Dual Enrollment Website https://www.seminolestate.edu/media/dual-enrollment/ADM-15080-2018Steps-to-Enroll-Dual-Enrollment_SCPS-and-Private.pdf

Student Responsibility

1. Dual enrollment students are not to initiate a withdrawal from their course(s) without written consent by the high school principal or his/her designee after the official add/drop period for the College has ended for the term the student is enrolled. Once a grade is posted to the transcript, it is final.
 - a. Course withdrawal forms for dual enrolled students must be received by the College prior to the posted withdrawal deadline. Dates are posted on Seminole State's Academic Calendar each term.
2. Dual Enrollment students will be subject to the same repeat rules and grade forgiveness rules as are other students enrolled in college credit courses.
3. Termination of enrollment in a college course without satisfactory completion may hinder timely fulfillment of high school graduation requirements.

College Treatment of Credits Earned

1. Courses taken under dual enrollment must apply directly toward the student's general requirements for high school graduation pursuant to Section 1007.27, F.S, and the School will award appropriate credit toward high school completion for postsecondary courses taken. In order to support a student's academic success, a student with a 3.0 or higher college GPA can be allowed to take twelve

(12) credit hours in one semester. Students with 2.9-2.5 may not take more than nine (9) credit hours during any one semester.

2. Participating in any dual enrollment course creates a college transcript for the student. All grades, including withdrawals, will be posted to the student's permanent academic record.
3. Credits earned at the college level will be assigned based on the *Seminole State College Catalog* description for the term in which the course is taken.

Transfer of Credit Earned in the Dual Enrollment Program

1. Students earning credit under various acceleration programs are guaranteed transferability of credit under provisions of the State Articulation Agreement in cases where the student completes "general education requirements" and/or the Associate in Arts degree and is transferring to a state university in Florida.
2. Students earning dual enrollment credit outside of the general education categories or outside of the AA degree requirements are not guaranteed transferability of credit and will be evaluated by the individual college or university policy involved.
3. Multiple attempts and low grades in dual enrollment courses may affect subsequent admission to state universities.

Delineation of High School Credit Earned

1. In accordance with sections 1007.271 (18) F.S., all courses taken under dual enrollment must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses is prohibited.
2. Approved dual enrollment course offerings are specified by the Florida Department of Education's statewide Agreement for Dual Enrollment Courses. In addition, high school credit for dual enrollment courses will be awarded in accordance with the fore mentioned agreement. All acceptable dual enrollment courses that are used to meet high school core requirements must appear on the Articulation Coordinating Committee's (ACC) approved Dual-Enrollment Course Equivalency List. The Florida Department of Education provides and annually updates the Dual Enrollment Course- High School Subject Area Equivalency List. This information is available online at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>
3. Awarding of high school credits earned at the College will follow the

recommendations made by the Articulation Coordinating Committee. These recommendations address both the amount of credit earned and the subject areas in which the credit is posted.

4. Those courses not specifically listed on the ACC course equivalency list will count as high school electives at the equivalent of $\frac{1}{2}$ high school credit for each 3 credit-hour college course.
5. Students earning credit under the dual enrollment program, when the college course is certified as fulfilling a portion of high school graduation requirements, will be awarded both college and high school credit.
6. Dual enrollment students may not register for the following: developmental courses, courses that are less than three credit hours, limited access program courses, ROTC, or physical education and recreation and leisure studies courses that focus on the physical execution of skill rather than the intellectual attributes of an activity. Students may not enroll in courses with temporary numbers.

Description of Process for Informing Students and Parents of College-Level Expectations

The Dual Enrollment Application will be used by high school guidance staff to inform students and parents of basic expectations of students who participate in dual enrollment.

Procedure to Provide Courses

1. Instruction will take place at the high school at the discretion of the College.
2. Participating high school students may enroll in regularly scheduled college credit courses offered by the College by submitting a completed college application packet which includes the Dual Enrollment Application for Admission (Appendix A) and an Advanced Instruction (869 form) (Appendix B) to the College's Assistant Director of Dual Enrollment. Students desiring to enroll in regularly scheduled college courses must acquire the proper forms from their high school guidance department.
3. Students who desire to enroll in regularly scheduled college courses that are not being offered at the high school site are responsible for providing their own transportation to and from the site.
4. When courses are offered in a high school facility, qualified students of the participating high school will receive priority. Qualified students of other high schools may enroll with the permission of both Principals.
5. Coordination of courses shall be the joint responsibility of the College's Vice-

President for Academic Affairs and the high school principal.

6. Registration forms and Advanced Instruction (869) forms for dual enrolled students must be received by the College prior to the end of the College's drop/add period (usually two - five days after the start of the Fall and Spring semesters) to ensure compliance with audit requirements and the ability to collect FTE for dual enrolled students.
7. Dual enrollment students will be subject to the same repeat rules and grade forgiveness rules as are other students enrolled in college credit courses.

Provisions for Instructors

1. Pursuant to S.B.E. Rule 6A-14.064 (2)(a): "all full-time or adjunct faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline." These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. Seminole State College shall ensure faculty teaching dual enrollment courses meet these qualifications.
2. Instructors are responsible for monitoring student performance in the course and for recording student final grades on both the School and College grade report forms. The College's Vice-President for Academic Affairs is responsible for ensuring that the instructors carry out this responsibility.
3. Instructors are to validate rosters and submit grades to the College Registrar by the deadlines posted on Seminole State's Academic Calendar. The Seminole State Institutional Research department will be responsible for generating a grade report which will be delivered by the Dual Enrollment Office to each high school with the grades awarded in college classes.
4. Teachers who are not under full-time contract with <Insert Name of Private School> shall be compensated by the College under the regular provisions regarding full-time and adjunct faculty.

College and School Responsibilities

1. The College and School representatives will review and update this agreement annually.
2. The College's Assistant Director of Dual Enrollment and the <Insert School name> Dual Enrollment Liaison will be responsible for coordinating student service functions.

3. Each request from <Insert school name> for the College to provide course offerings should be coordinated between the School Liaison and the Assistant Director of Dual Enrollment.
4. It shall be the responsibility of the School Principal to ensure that courses are coordinated with the high school curriculum.
5. It shall be the responsibility of the School Principal to ensure that high school credit shall be awarded.
6. The College's Vice-President for Academic Affairs is responsible for ensuring the quality of instructional programs. The College's evaluation of courses and programs will be applied to dual enrollment instruction.
7. Coordination of advising/counseling services will be the responsibility of the College's Vice President of Student Affairs and the appropriate high school principal. High school students enrolled in college credit courses will have access to the advising/counseling services of the College.
8. The College Dual Enrollment office is responsible for the verification of application for admission, eligibility, test scores and registration of all qualified students in dual enrollment classes.
9. At the end of each term, the College's Institutional Effectiveness and Research Office will provide the Dual Enrollment Office a grade report. Each School will receive a report of its students who were dual enrolled, their corresponding courses taken during that term, and the grades earned.
10. Two (2) copies of the Dual Enrollment Grade Report shall be sent to each high school within 10 working days of the College's posted date for grade submission. One copy shall be sent to the Dual Enrollment liaison and one copy is sent to the FTE office at each high school.

Accommodations for Students with Disabilities

1. Students with disabilities who dual enroll in courses offered on site at the College will be accommodated by the College staff according to ADA criteria.
2. It is the student's responsibility to contact the College's Disability Services department if accommodations are required.

Textbooks and Materials

1. Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other postsecondary courses at the

postsecondary institution with the same course prefix and number.

2. Information regarding instructional material requirements can be retrieved from the Class Schedule and the College's online bookstore.
3. Students are responsible for the purchase of their own instructional materials.

Transportation

Students and/or their parents are responsible for providing their own transportation to the College's campus or to any other site where the dual enrollment instruction is conducted.

Funding Provision

1. Pursuant to Section 1011.62, F.S., it is understood that students enrolled in Dual Enrollment instruction may be counted as full-time equivalent enrollment by the College.
2. Pursuant to Section 1007.271, F.S it is understood that students receiving instruction under the provisions of this agreement shall be exempt from the payment of all application, tuition, registration, matriculation, and laboratory fees to <Insert name of Private School> or to the College.
3. The College will assess the standard tuition rate per credit hour to <insert name of school> from the Florida Education Finance Program (FEFP) for dual enrolled students when the student is certified as taking college courses for college and high school credit and the courses are approved for dual credit per this agreement. For 2018-2019 the standard tuition rate at a Florida College System institution is \$71.98 per credit hour. These costs will not be passed along to the student.

This Agreement may be amended by consent, and it can be changed by the college to comply with SBE Rules, Florida Statutes, or interpretations.

This agreement shall commence for the 2018-19 school year and will be reviewed annually to consider revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the dates indicated below.

FOR:
<Insert Name
OF Private School>

FOR:
THE DISTRICT BOARD OF TRUSTEES
OF COLLEGE

Date

Dr. E. Ann McGee
President
Seminole State College of Florida

Date

Ms. Wendy H. Brandon

Chair
SSC District Board of Trustees

School Contact Information:


School Address:

Contact Name:

Email Address:

Phone Number:

Appendix A: Dual Enrollment Application



Dual Enrollment Early Admission/ Application for Admission

PLEASE WRITE CLEARLY, COMPLETE ALL INFORMATION,
AND USE INK.

SECTION 1: IDENTIFICATION

First Name: _____ Last Name: _____
MI: _____ Date of Birth: ____-____-____ Phone Number: _____ circle phone type:
Mobile Home
Mailing Address: _____ City: _____
County: _____ State: _____ ZIP Code: _____
Email: _____

Gender:
 Female
 Male

Private and Home School Students ONLY: Social Security Number: _____-_____-_____
Once you register for classes, your student email is the only account the College will use to communicate with you.

The following information is required by the U.S. Department of Education under Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 to be used for reporting purposes and does not determine admission to Seminole State College of Florida.

Citizenship: U.S. Citizen?..... Yes No: Country of Citizenship: _____

Ethnicity: Are you Hispanic or Latino?..... Yes No

Select one or more of the following that best describes you: Black or African-American Asian White
 American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

Emergency Contact: Same Address Same Phone Number

Name: _____ **Relationship:** _____
Home Phone: (____) _____ **Mobile Phone:** (____) _____ **Work:** (____) _____

Parental Educational Information: What is the highest level of education completed by your parent(s)?

Mother: _____	Father: _____		
<input type="checkbox"/> Not a High School Graduate	<input type="checkbox"/> High School Diploma or GED	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate Degree
<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Master's Degree or Beyond	<input type="checkbox"/> Unknown	

SECTION 2: ACADEMICS

Admit Type: A.A. Degree Seeking Public School Student Home School Student
 Seminole State College Adult High School Private School Student
 Early Admission (Public School Seniors Only)

Dual Enrollment - Vocational: Electrical Other: _____

Career Dual Enrollment: Business Criminal Justice Pharmacy Technician Other: _____

Start Term: Fall (August) Spring (January) Summer (May) Year _____

High School Name: _____ Graduation Year: _____

SECTION 3: STUDENT CONSENT

I consent to and agree to uphold the policies of the institution. I further agree to have any transcripts, test scores released to Seminole State College of Florida and that all information provided is true and correct. In addition, I give Seminole State College of Florida permission to send me admissions information and materials to the email address that I have provided on this application. I also consent to allow Seminole State College to release educational information to my parent(s) or legal guardian.

Student Signature: _____ **Date:** _____

SECTION 4: COUNSELOR CONSENT

Students must initiate the enrollment process with their school counselor. Eligible students must demonstrate readiness for college-level courses by meeting the minimum requirements listed below.

*Florida ID #: _____ *(School Counselor must complete Florida ID # for public school students)

Student has eligible unweighted High School GPA of (not required for home school students) _____

ACT: Reading (minimum 19) _____ English (minimum 17) _____ Math (minimum 19 for MAT 1033) _____

SAT: Reading (minimum 24) _____ Writing (minimum 25) _____ Math (minimum 24 for MAT 1033) _____

PERT: Reading (minimum 106) _____ Writing (minimum 103) _____ Math (minimum 114 for MAT1033) _____

Students must have both Reading and Writing Score for ENC1101

Important Notice: Students must maintain a college GPA of 2.0 and an unweighted high school GPA of 3.0 for Academic courses and 2.5 for Career courses to continue in the Dual Enrollment program. Participation in the program is at risk if the student falls below the requirement. Courses are provided through the Dual Enrollment program for students enrolled in a public state college, university or technical center as prescribed in Chapter 87-212, Laws of Florida. Courses taken by this student will be applicable towards a high school diploma.

Counselor Signature (ink only): _____ Date: _____

SECTION 5: DUAL ENROLLMENT CONSENT AGREEMENT

Students and parents or guardians are advised that Dual Enrollment courses are college-level courses, which include college-level expectations. Please be advised of the following:

- Students are not to withdraw from Dual Enrollment courses without written permission from the school counselor.
- Any letter grade below a "C" will not count as credit toward satisfaction of a General Education requirement or the Gordon Rule requirement.
- **Add/Drop or withdraw deadlines are posted in the college catalog. Dual enrollment students follow the same Academic calendar as all Seminole State College students.**
- All grades become part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- Course materials/class discussions may reflect topics not typically included in secondary courses and which some parents may object to for minors. Courses are not brought down to the high school level to accommodate variations in student age and maturity.
- Two to three hours of homework, on average, are expected for each hour spent in class. There are firm assignment deadlines.
- **Students/parents are advised to consult a college counselor or advisor before regarding the selection of courses to meet degree requirements or to transfer to a specific course of study at another institution.**
- Students who used Unofficial SAT/ACT scores from the high school transcript must send official SAT/ACT scores to the college from the testing agency before the end of the first semester of enrollment. Students who do not submit test scores will not be permitted to enroll in future semesters until test scores are received by the college.
- Students must submit official copies of AP test scores to the college.
- **Unsuccessful completion of Dual Enrollment courses can affect future Financial Aid eligibility.**

By signing this section: I give my child permission to enroll in Dual Enrollment courses at Seminole State College. I understand this application and Dual Enrollment courses are subject to a dual enrollment articulation agreement with my school. I agree to abide by the terms and conditions of the dual enrollment agreement, which is incorporated into this application by reference and available on the Seminole State College website. I accept the responsibility regarding transportation to the campus where classes are being held. I understand that the availability of classes is subject to the number of seats available. My child will avoid classroom absences and abide by Seminole State College's academic calendar (Note: the calendar dates may differ from your current high school calendar).

I have read and understand the consent agreement.

Student Name (print): _____ Date: _____

Signature: _____

Parent/Legal Guardian (print): _____ Date: _____

Signature: _____

Appendix B Advanced Instruction (869) Form



**Home School/Private School
Early College 869 Form**

1010 173271

Student Information: (Please Print)

Last Name First Name Middle Initial SSN Seminole State College of Florida ID #

Identify High School Type: Home School Private School

School Name High School or Home Address City State Zip Code High School Phone Fax Number

Contact Person:

Parent/Legal Guardian _____
Last Name First Name Title Direct Phone

School Administrator _____
Last Name First Name Job Title Direct Phone

Select the Semester/Indicate the Year: Fall _____ Spring _____ Summer (Full) _____ Summer A _____ Summer B _____

Course Selection:

Circle One	Course Section	Course Number	Course Title	Credit Hours	Counselor Signature	Date
Add / Drop						
Add / Drop						
Add / Drop						

Seminole State College of Florida Counselor Consent (Please Check):

- The student above has satisfied the pre-requisite(s) for the course(s).
- The student above has maintained at least a 2.0 GPA to continue in the Early College program at Seminole State College of Florida.

- Student Initial:** _____ I am aware of the add/drop date for which I am enrolling and the withdrawal policy held by the College.
 _____ I am aware that I may not enroll in more than nine credit hours per semester and in no more than one course during mini-semesters.
 _____ I am aware that I am responsible for including current transcripts and test scores with this form.
 _____ I am aware that I am responsible for purchasing instructional materials .

Post Secondary Course through Early College	H.S. Graduation Subject Requirement Satisfied	High School Credit Awarded	List Courses Currently in Progress

Seminole State Social Security Number Collection Statement
 Seminole State College of Florida recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, the College must collect social security numbers under certain circumstances in order for the College to be able to properly perform its duties and functions as an educational institution and in order to ensure that such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's social security number, the College provides the following statement regarding the College's collection of social security numbers:
 The College collects your Social Security Number only for the following purposes: Identification and verification; Background checks; Billing and payments; Payroll administration; Grants/merits; Data collection, reconciliation and tracking; Benefits administration; Tax reporting; State and federal educational and employment reporting; Administration of federally funded financial aid programs; Administration of student services programs; Vendor applications; Independent contractors
 This Social Security Number Collection Statement has been prepared by Seminole State College of Florida in compliance with Section 119.07(2), Florida Statutes (2007), (January 2008)

Parent/Legal Guardian _____ I understand the credit earned by home education students through Early College shall apply toward the completion of a home education program that meets the requirements of S. 1002.41
Consent: (Please Initial) _____ A Diverse Learning Community | An Equal Access/Equal Opportunity College

WHITE COPY - ADMISSIONS

YELLOW COPY - ADVISING

GOLD COPY - STUDENT