

TEMPLATE DUAL ENROLLMENT AGREEMENT



The District Board of Trustees
Of Seminole State College

And

<Insert Name of Seminole County
Private School>

August 1, 2016

Private School Dual Enrollment Agreement Template

The District Board of Trustees of Seminole State College

THIS AGREEMENT is effective from July 1, 2016, through June 30, 2017, by and between <Insert Name of Private School>, situated in Seminole County, Florida, hereinafter referred to as "School", and the District Board of Trustees of Seminole State College, 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 their junior or senior year of 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 junior and senior 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 2016-17 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 and International Students 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 on the Advanced Instruction (869) form, giving approval for enrollment in specific courses.
4. Students may take up to 9 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:

	Verbal/Reading	English/Sentence Skills	Math/Elementary Algebra
Enhanced ACT	19	17	19
SAT	440	n/a	440
CPT	83	83	72
PERT	106	103	114

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 students 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 pre-requisites, 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.

Exceptions, if any (Students)

1. Exemptions to the grade point average, pre-requisites, 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. 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.
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 will 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 http://www.seminolestate.edu/media/dual-enrollment/StepstoDualEnroll_Seminole_County_Public_Schools.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 cannot be altered.
2. With School approval, dual enrollment students will be allowed to repeat a course one time. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged "full cost of instruction" which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the GPA. If a student stops attending class, the grade earned, usually an F, is assigned and posted.
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 as outlined in Section 1003.43, F.S., pursuant to Section 1007.27, F.S. In order to support a student's academic success, a student may not enroll in more than nine (9) credit hours during any one term.
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 ½ 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.

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 and an Advanced Instruction (869 form) to the College's Assistant Director of Dual Enrollment and International Students. 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.

Comment [L1]: Master's Academy only

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 submit grades to the College Registrar. 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 & International Students 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 & International Students.
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 high school will be accommodated by high school staff according to IDEA criteria.
2. 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.
3. It is the student's responsibility to contact the 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, 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 2016-2017 the standard tuition rate at a Florida College System institution is \$71.98 per credit hour.

This Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action.

This agreement shall commence for the 2016-17 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:
THE <Insert Name
OF Private School>

FOR:
THE DISTRICT BOARD OF TRUSTEES
OF COLLEGE

Date

Dr. E. Ann McGee
President
Seminole State College


Date

Date

Mr. Alex Setzer
Chairman

Date

Appendix A: Dual Enrollment Application



Dual Enrollment Application for Admission

PLEASE USE INK TO COMPLETE ALL SECTIONS.

SECTION 1: IDENTIFICATION

Social Security Number (SSN): _____ (SSN must be provided to log in to SAKAI)

First Name: _____ **Last Name:** _____

MI: _____ **Date of Birth:** _____ **Phone Number:** (____) _____

Mailing Address: _____ **City:** _____

County: _____ **State:** _____ **ZIP Code:** _____

Email: _____

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: _____

Non U.S. Citizen: What visa do you presently hold? _____ I-94 expiration date? _____

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

Select one or more of the following that best describes you:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	

Gender:

Female

Male

Emergency Contact: Same Address Same phone **Email:** _____

Name: _____ **Relationship:** _____

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

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

Mother: _____	Father: _____
<ul style="list-style-type: none"> • Not a High School Graduate • Bachelor's Degree 	<ul style="list-style-type: none"> • High School Diploma or GED • Master's Degree or Beyond
<ul style="list-style-type: none"> • Some College • Unknown 	<ul style="list-style-type: none"> • Associate Degree

SECTION 2: ACADEMICS

Admit Type:

Off Campus Dual Enrollment: Crooms AOIT: Info Tech Lake Howell HS: Entrepreneurship Lake Mary HS: Drafting

Lake Mary HS: Forensics Lake Mary HS: Legal Studies Lake Mary HS: Literature

Lyman HS: Engineering Winter Springs HS: Digital Media Seminole HS: Health

Dual Enrollment - V.C.: Electrical

Dual Enrollment - A.A.: Public School Student Home School Student Private School Student

Seminole State College Adult High School

Career Dual Enrollment: Business Criminal Justice Pharmacy Technician

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

High School Name: _____ **Graduation Date:** _____

City: _____ **County:** _____

State: _____ **ZIP Code:** _____

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.

Student Signature: _____ **Date:** _____

SECTION 4: COUNSELOR CONSENT

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

- Student has the unweighted cumulative grade point average required for the program GPA _____
- Student has taken AP courses (Test scores must be provided upon enrolling if using them as prerequisites.)
- Student has completed the 10th grade
- Student has completed the following standardized testing: SAT ACT PERT Scores _____

Address a written statement to the Vice President of Educational Programs at Seminole State College for any exceptions to the above requirements.

Important Notice: Students must maintain a college GPA of 2.0 and an unweighted high school GPA of 3.0 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 high school permission. Students may drop courses during the official add/drop period only.
- Any letter grade below a "C" will not count as credit toward satisfaction of a General Education requirement or the Gordon Rule requirement.
- 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 regarding the selection of courses to meet degree requirements or to transfer to a specific course of study at another institution.

By signing this: I give my child permission to enroll in Dual Enrollment courses at Seminole State College. 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: Dual Enrollment Placement Test Referral Form

Dual Enrollment Placement Test Referral Form

Last Name _____ First Name _____ M.I. ____

Grade ____ High School _____ Seminole State ID # _____

Instructions: Please present this form with all appropriate signatures, along with a picture identification card, when testing for placement purposes at Seminole State College. Students may not test without a referral form and a photo ID.

The PERT is offered at a variety of times on any Seminole State College campus and takes about three hours to complete. For details on the PERT please visit: seminolestate.edu/testing

Select the section of the PERT that the eligible high school student will be taking:

FIRST TIME TEST (check all subtests that apply)

All Subtests Reading Writing Mathematics

RETAKE (check all subtests that apply) 2nd attempt 3rd attempt (circle one)

All Subtests Reading Writing Mathematics

NOTICE: *High School students (public, private and home education) are limited to three (3) PERT attempts for dual enrollment purposes during their high school career. Re-taking any subtest will count as an attempt.*

I certify that this student meets the un-weighted minimum grade point average (GPA) eligibility requirement for dual enrollment at Seminole State College as follows: a 3.0 GPA for General Education courses, or a 2.5 GPA for Career Program courses, and has my permission to test as identified above.

Date _____

Signed by authorized high school or
Seminole State College employee (include phone number)

Office use only:

Proctor _____ Date _____ Time _____

Appendix C: Advanced Instruction (869) Form



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

9/10 17/21

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 critical 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; garnishment; 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(3), 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

WHITE COPY - ADMISSIONS

YELLOW COPY - ADVISING

GOLD COPY - STUDENT