

HIGH SCHOOL DUAL ENROLLMENT AGREEMENT

STUDENT INFORMATION

Full Name (First, Middle Initial, Last) _____ - _____ - _____
SSN# (Optional):

Address City State/Zip Code

Cell Phone Number Email Date of Birth

Name of High School Current Grade Anticipated Graduation Date

Please attach official high school transcript and SAT or ACT score (if taken)

EMERGENCY CONTACT INFORMATION

Full Name (First, Last) Email/Phone Number Relationship

Please select the semester for which you wish to be enrolled at SVSU:

- Fall 20 _____ (Aug) Winter 20 _____ (Jan) Spring 20 _____ (May)

Please list the courses you would like to register for using cardinaldirect.svsu.edu. Students will be placed in requested courses based on availability. Year-round registration for fall and winter semesters is available.

Course #	Section #	Line Number	Credit	Time	Days
ENGL 111	02	0268	3	2:30 - 4:20	M & W

«EXAMPLE

Please select the semester for which you wish to be enrolled at SVSU:

- Fall 20 _____ (Aug) Winter 20 _____ (Jan) Spring 20 _____ (May)

Course #	Section #	Line Number	Credit	Time	Days
ENGL 111	02	0268	3	2:30 - 4:20	M & W

«EXAMPLE

BILLING AUTHORIZATION

- Parent is responsible for paying all or a part of SVSU tuition and fees.

Parent Signature Date

- The school district agrees to pay \$ _____ of the SVSU tuition bill. SVSU bills the district directly. Please wait until bill arrives before forwarding payment.

School District School Official Responsible for Billing Email/Phone

School District Billing Address

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ELIGIBILITY REQUIREMENTS

Students at the 11th or 12th grade level with a minimum 2.5 cumulative grade point average are eligible to take dual enrollment courses at Saginaw Valley State University. Students below that level must be approved on a case-by-case basis.

Up to three classes may be taken each semester with the approval of the high school and Saginaw Valley's Office of Admissions.

Students must earn at least a "C" grade in each class if they wish to continue taking dual enrollment courses at Saginaw Valley State University.

Students who demonstrate ability to be successful in courses with established prerequisites may have the prerequisite requirement waived.

All dual enrollment paperwork must be turned in and processed, prior to the first day of the semester, in which you wish to enroll. No dual enrollment registrations will be accepted after the semester has begun.

Return this agreement, high school transcript and SAT/ACT score (if taken) to: Saginaw Valley State University
Undergraduate Admissions, Amy Borchard 7400 Bay Road
University Center, MI 48710 (989) 964-4201

STATEMENT OF RESPONSIBILITY

Dual enrollment students are subject to the rules and regulations applied to all students attending Saginaw Valley State University. Please review the student handbook at www.svsu.edu/studenthandbook/.

Payment for courses, tuition, fees, books and supplies incurred by the student and not authorized by the high school will be the financial responsibility of the student and/or the parent/guardian. Students are responsible for following Saginaw Valley State University's course drop/withdrawal policy. Failure to comply with this policy may result in additional tuition charges that are the responsibility of the student. I understand that, if necessary, course withdrawal is the responsibility of the student.
<https://www.svsu.edu/officeoftheregistrar/coursedropwithdrawal/>

I understand that enrollment is contingent upon receipt of all required paperwork in a timely manner and available open seats in the course(s) selected. SVSU's course schedule is subject to change.

I understand that SVSU faculty and staff are not able to release or discuss academic information with parents/legal guardians without submitting a "FERPA Release" Form located on the student's online portal. I understand that some courses may contain mature topics and discussions.

I hereby authorize Saginaw Valley State University to submit and discuss my academic information to the counselor/official signed below. All transcribed grades obtained at SVSU are part of the student's permanent record at the university.

Student Signature

Date

Parent/Legal Guardian Signature

Date

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR/OFFICIAL

The student above is currently enrolled at our school and has our permission to dual enroll at SVSU in the courses listed on this agreement. These courses have been discussed and agreed upon with the student. The school will pay SVSU for the expenses indicated on this agreement.

School District Official Signature

Date