Recommendation/Permission Form
Dual Enrollment

PERSONAL DATA – PLEASE PRINT CLEARLY AND ANSWER ALL ITEMS

Date of Birth | Last Name (Print) | First Name (Print) | Middle Name (Print)

Mailing Address (Include apartment, box, or lot number) | Email address

City, State, Zip Code | County

- I/we understand that students must complete all Athens Technical College application procedures and meet regular program entrance requirements with the exception of the required final high school diploma.
- I/we give permission for Athens Technical College to communicate any information regarding my status to my high school. If the student wishes for us to communicate with his/her parent/guardian, then an additional **waiver of confidentiality** must be completed and turned into registration and records.
- I/we understand that student will take college-level coursework that covers college content. If an issue should arise, it is the **student's** responsibility to first contact the instructor and notify the college's high school coordinator.
- I/we understand that the student must adhere to all college policies and procedures for all courses taken with the college. This includes course attendance policies, missed assignments/tests, make-up work, academic honesty, etc.
- I/we understand that I/we must notify the college in **writing** if the student withdraws from their high school and that high school withdrawal will make the student ineligible to participate in the Dual Enrollment program.
- I/we understand that the student must notify the college ***and*** the high school counselor in writing if he/she withdraws from any college course. **Two withdrawals from any class will make the student ineligible to continue in the Dual Enrollment program.**
- I/we understand that the **Dual Enrollment program covers the cost of tuition, mandatory fees, and books for up to 30 semester hours,** but that any hours over 30 plus any supply and course specific fees are the responsibility of the student. In order to receive dual funding the student must **apply for financial aid every year prior to the college's fee deadline and submit proof of application to dual admissions.**
- I/we understand that the student must maintain satisfactory academic progress, successfully completing 66.6% of all coursework with a minimum 2.0 grade point average in order to remain eligible for the Dual Enrollment program and remain in good academic and financial aid standing.
- I/we understand that textbooks are on loan from the college's library and all textbooks must be returned to the college's library at the conclusion of each semester.
- I/we understand the student will receive an academic letter grade displayed on the college transcript sent to the high school and the high school will convert this into a numeric grade. The student is responsible for keeping the high school coordinator **and** high school counselor informed of enrollment and academic status during the term.
- I/we agree to the flexible class schedule of Athens Technical College which indicates that the student may NOT be required to attend class(es) every day of the week unless specified by the instructor.

TO BE SIGNED BY THE STUDENT AND HIS/HER PARENT OR GUARDIAN

I/we have read and understand all the conditions and procedures outlined above for Athens Technical College's Dual Enrollment program and will be responsible for following these procedures.

Student Signature | Date | Parent/Guardian Signature | Date

TO BE SIGNED BY THE HIGH SCHOOL DESIGNEE – Please complete ALL items.

- I certify that this student in the grade checked below and is on track to graduate.
  a. □ 9th □ 10th □ 11th or □ 12th grade in high school
- I certify that this student meets the ***preferred*** GPA for enrollment into Athens Technical College programs per below:
  a. □≥2.0 GPA requirements for Technical Certificates of Credit, Diploma or Workforce Certificate programs
  b. □≥2.60 **HOPE** GPA requirements for the Associate Degree and/or degree level general education courses

I have read and understand all the conditions and procedures outlined for enrollment as described above and will be responsible for following these procedures. The high school agrees to honor the letter grade(s) assigned to the student by the Athens Technical College. It is Athens Technical College's expectation that the grades awarded by Athens Technical College faculty will be the grade that will appear on the high school transcripts with the only exception of HOPE calculation.

High School Designee /Counselor | Date | Name of High School