

TO: **Mott Community College**

FROM: Lapeer High School

SUBJECT: Verification of Eligibility for Post-Secondary Enrollment

This letter is to verify that _____, a _____ at Lapeer High School, meets the conditions outlined in Public Act 160, has received the prescribed counseling and detailed information, and is currently eligible for post-secondary enrollment in any of the following subjects:

				College	High School	HS & College
Course No.	Course Title	Credits	Term	Credit Earned		

The student must choose where credit will be earned. If credit is to be used for high school graduation, the grade must be calculated into the high school GPA.

It is understood that your institution will send written notice to our district and the student indicating the course or courses and hours of enrollment. Your notice to the student will also notify the student of tuition, fees, books, materials, other related charges, and the amount of the eligible charges. It is also understood that following the drop/add period, you will transmit a bill to our district detailing the tuition and fees for this student. **We acknowledge that our district is responsible for the lesser amount of (1) the actual charge for tuition and fees; or (2) the student's foundation allowance, adjusted to the proportion of the school year the student attends the post-secondary institution. The student is responsible for the remainder of the tuition and fees, if any. Please use the following address to bill the district:**

Mrs. Michelle Bradford, Director of Curriculum and Instruction
Lapeer Community Schools
250 Second Street, Lapeer, MI 48446

If there are any questions relative to the above, I can be reached at 810-667-2401.



(Student Signature)

(Date)

(Parent Signature)

(Date)

(Counselor's Signature)

(Date)

(Administrator Signature)

(Date)

Dual Enrollment and Early Admit Certification Form

1 – High School Information

Applying for admission as: Dual Enrolled (all or part paid by school) Early Admit (parent pays cost) Early College (5th year program)

At the beginning of the semester, the student will be in: 9th grade 10th grade 11th grade 12th grade 5th year

High School Name: Lapeer High School School Telephone: 810-667-2418

2 – Student Information

Student's Name: _____ SS# or MCC ID# _____
Legal Name

Address: _____ City: _____ State: _____ Zip: _____

Telephone: () _____ Date of Birth: ____ / ____ / ____ Anticipated HS grad year: _____

A. Parent/Legal Guardian Approval

I approve the above named student's enrollment at Mott Community College. I will assume financial responsibility for the student's tuition, fees, and books/ supplies that are not covered by their school.

B. Student Approval

I authorize Mott Community College to release information concerning my academic progress and grades to my high school. If I wish for my parent/legal guardian to have access or ability to do business on my behalf, I will complete the Authorization to Release Information and submit it to the Record's Office.

 (Parent/Legal Guardian's Signature) Date

 (Student's Signature) Date

3 – Approved Courses

Approved to take a maximum of ____1, ____2, ____3, or ____ () classes. What is the students current GPA? _____

Fall 20____ (Sept.– Dec.) Winter 20____ (Jan.– April) Summer 20____ (May–Aug)

Course #	Course Title	Cr Hr	Circle one Below	Course will fulfill HS graduation requirement	
Example: ANTH 100-01	Survey of Forensic Science	3	And Or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			And Or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			And Or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			And Or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			And Or	Yes <input type="checkbox"/>	No <input type="checkbox"/>

 Counselor's Name Counselor's Signature Date

4 – Dual Enrolled Student's School District Approval and Payment Authorization

Our records show that this student has met all of the requirements of the Postsecondary Enrollment Options Act of 1996. Further, this course(s) is/are not available in our school district, and that we will reimburse Mott Community College for tuition and fees in the amount indicated for these course(s).

The School District will be responsible for: Total Tuition & Fees Coverage up to: \$ _____ per class or total

Principal's Signature: _____ Not Eligible for Funding
(Required if Dual Enrolled Eligible) Date: _____

School Billing Address:

Send completed certification, admission application and high school transcript to:

Office of Admissions & Recruitment
 Mott Community College
 1401 East Court Street
 Flint, MI 48503
 Fax (810) 232-9442 Telephone (810) 762-0255

OFFICE USE ONLY: __ Cert __ ID __ HST __ GPA
 __ ACT/SAT/PT __ Orientation __ AD/MS __ Perc __ STSP

Mott Community College

Early Admit/Dual Enrollment High School Students

Early admission to Mott Community College is available to any high school student who meets the following criteria: The student is pursuing a high school diploma and has a minimum cumulative 2.5 grade point average; The student has the signed permission of the parent or guardian, high school counselor and principal (parts 1–4 of Dual Enrollment/Early Admit Certification form). Exceptions can be made for those students the counselor or principal believe will benefit from an early college admission experience. Students are limited to course limitations as established by the State of Michigan, courses approved by their high school and must maintain a minimum 2.0 GPA in each college course as well as in the high school courses. Students may enroll in subsequent semesters by submitting a new Dual Enrollment/Early Admit Certification for each semester.

Dual Enrollment through the State of Michigan is available to qualifying high students starting as early as 9th grade through the 12th grade. Eligible students are those students who have met the requirements for an endorsed diploma in a subject area of the High School Proficiency Test. A student in the 12th grade would be eligible under this bill for courses in the subject area in which the student has completed the requirements for an endorsed diploma, computer science, or foreign language courses not offered by the school and fine arts program as permitted by the district. For more information go to: www.michigan.gov search, dual enrollment.

Eligible Courses are as follows:

The course is not offered by the school district; or is a course offered, but not available due to a scheduling conflict beyond the student's control as determined by the board of education.

An academic course that is not ordinarily taken as an activity course.

A course that the post-secondary institution normally applies toward satisfaction of degree requirements.

A course not in the subject area of hobby craft, recreation, physical education, theology, divinity or religious education, including but not limited to Philosophy of Religion.

Tuition and Fee Support

The school district is responsible for the lesser of:

The tuition, mandatory course fees, materials fees and registration fees required by the post-secondary institution, and any late fees that result from the school's failure to make a required payment.

The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

High school students are not eligible for federal financial aid. The student is responsible for transportation as well as any tuition, fees, books and supplies that are not paid by the school district. Additional criteria apply.

Requirements: ALL HIGH SCHOOL STUDENTS APPLYING AS EARLY ADMIT OR DUAL ENROLLED STATUS MUST/WILL:

Have a minimum 2.5 high school grade point average.

Apply online for Admission at apply.mcc.edu

Picture identification will be required for admissions, placement, orientation and registration.

Submit the following requirements to the Admissions and Recruitment Office:

- + The Dual Enrollment and Early Admit Certification form with all required signatures.
- + A high school transcript (each academic year).

Completed Admission process:

- + Take the college placement assessment test and/or submit ACT/ SAT results for preview.
- + Attend in-person orientation.

Be limited to courses per grade level as determined by the State of Michigan.

Meet all the prerequisites required for enrollment in a class.

EARLY ADMIT STUDENTS must maintain a minimum 2.0 grade point in all college and high school course work. If the GPA drops below a 2.0, college enrollment is not allowed until after high school graduation. Students with less than a 2.5 GPA may be considered for enrollment in developmental courses only. Students will need to take the Placement Assessment unless waiver from this is obtained. Please see the Admissions & Recruitment Office for further instructions.

DUAL ENROLLED STUDENTS must submit the completed Dual Enrollment and Early Admit Certification form with the appropriate school signatures that authorizes the specific course(s) to be taken and indicating to whom the bill should be submitted. This application also certifies the student meets criteria for dual enrollment. Student must maintain a minimum 2.0 grade point average in all college and high school course work.

HOMESCHOOLED STUDENTS must submit the completed certification form and provide documentation of academic status, ACT/ SAT scores, if taken, and academic transcripts. Potential students must attend an orientation and complete placement assessment prior to being admitted to the College. Students will be limited to the number of courses set forth by the State of Michigan for dual enrolled students.

SUBSEQUENT & CONTINUED ENROLLMENTS The Dual enrollment and Early Admit Certification form must be submitted for all subsequent enrollments until the student no longer is eligible for Dual Enrollment or Early Admit status.