Valley High School

Concurrent Enrollment Course Approval Form

**ENROLLMENT RESPONSIBILITIES**

Juniors and seniors at Valley High School (VHS) may enroll in higher institutions of learning and receive course credit toward the fulfillment of high school graduation requirements for successful completion of approved post-secondary advanced/enrichment courses that are not offered at VHS. Freshman and sophomores may be considered upon request. To ensure that you are aware of the responsibilities and requirements of enrollment in post-secondary coursework in conjunction with VHS, you must read and indicate your understanding of the guidelines below.

**PAYMENT OF TUITION**

The district shall pay the tuition for up to ten (10) credit hours of post-secondary courses per academic term successfully completed by a qualified student and for which the student receives high school credit. A student may enroll in up to ten (10) credit hours of post-secondary courses per academic term.

The institution of higher education may charge additional tuition and/or associated fees to the qualified student or the student’s parent/guardian in addition to the tuition paid by the district. VHS does not pay for any additional tuition or course fees such as books, materials, lab fees, equipments, student fees, tax or insurance.

Prior to paying the tuition for any qualified student, the district shall require the student and student’s parent/guardian to sign an agreement stating if the student completes the course with a grade of a D or F or otherwise does not complete the post-secondary course for any reason without consent of the principal of the high school in which the student is enrolled, the student and/or the student’s parent/guardian shall repay the amount of tuition paid by the district on the student’s behalf.

**TRANSPORTATION**

The district shall not provide or pay for the student’s transportation to the institution of higher education. The district will not provide transportation to and from Valley High School other than the regular bus routes. The student assumes all responsibility and liability for transportation and transportation costs.

**REQUIREMENTS**

1. Students **must** be off campus during their “Aims Release” period. There are no exceptions.
2. The student must have received approval for their academic plan of study (ICAP), and the courses selected must be consistent with the student’s ICAP.
3. The student must complete the course approval form (this form) with all required signatures, and all required paperwork from the institution of higher education **prior** to course enrollment.
4. The student must successfully complete the coursework and provide proof of a passing grade verified by a grade report or transcript. A grade of “D” or “F” or a withdraw/drop voids VHS’ responsibility in paying for course tuition.
5. The courses(s) selected must represent advancement/enrichment learning opportunities.
	1. Make-up or remedial courses are NOT eligible.
6. Class grades WILL be factored into the student’s GPA at VHS. The student may receive VHS equivalent credits for courses that are successfully completed with a passing grade, as follows:
7. If the student does not complete the course and/pr completed the course with a grade of D or F, the student is responsible for reimbursing VHS for the tuition paid on the student’s behalf and the course tuition will be added to the student’s VHS fees.

 \*\*PLEASE COMPLETE ALL INFORMATION ON BACK SIDE OF THIS FORM.\*\*

**STUDENT/PARENT INFORMATION**

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STUDENT NAME GRADE DATE

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PARENT/GUARDIAN NAME PHONE NUMBER

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ADDRESS CITY STATE ZIP CODE

**COURSE INFORMATION**

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INSTITUTION SEMESTER/YEAR

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COURSE TITLE COURSE NUMBER CREDIT HOURS

 **FOR SCHOOL USE ONLY:** ELIGIBLE FOR REIMBURSEMENT? YES NO

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COURSE TITLE COURSE NUMBER CREDIT HOURS

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COURSE TITLE COURSE NUMBER CREDIT HOURS

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COURSE TITLE COURSE NUMBER CREDIT HOURS

 **FOR SCHOOL USE ONLY:** ELIGIBLE FOR REIMBURSEMENT? YES NO

By signing this form, you agree to follow the stated guidelines and responsibilities.

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STUDENT’S SIGNATURE DATE

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PARENT/GUARDIAN’S SIGNATURE DATE

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COUNSELOR’S SIGNATURE DATE

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PRINCIPAL’S SIGNATURE DATE