



Dual Enrollment Recommendation/Permission Form

First Name (Print)	Last Name (Print)	Middle Name (Print)	Social Security #
_____	_____	_____	_____
High School Grade Level	Name of High School	Anticipated Graduation Date	
_____	_____	_____	
Parent/Guardian First & Last Name			

As the parent/guardian of the above student, the student and I understand the following. Please check each item:

- I/we have read the dual enrollment (DE) guidelines on the GAfutures website (www.GAfutures.org) and have informed the student's high school counselor that the student would like to participate in the DE program at Athens Technical College (ATC).
- I/we understand that the student must complete all ATC application procedures for both the college and GAfutures and must meet the college entrance requirements.
- The GAfutures funding application completion is the responsibility of the student and must be completed every academic year. I/we understand that it is the student's responsibility that the funding application be completed by all responsible parties (student, parent/guardian, high school, and college).
- I/we understand that the **DE program covers the cost of tuition, mandatory fees, and textbooks for up to 30 credit hours.** We understand that any expenses over the 30 credit hours will be the responsibility of the student.
- I/we understand that the student is responsible for tracking all credit hours attempted and/or earned **at all colleges** the student has attended as a DE student.
- I/we understand that the student may be registering for credit hours that may not be eligible for DE funding under the Georgia law (HB 444) and if the student is not eligible for DE funding for any reason, I/we agree to pay all tuition, fees, supplies, and textbook costs that are not covered by the DE program, at the applicable residency rate.

Examples:

- Course(s) may not be listed on the www.GAfutures.org course directory and therefore are not approved for DE funding.
- The student has taken more than the maximum 30 credit hours allotted for the program.
- The student is enrolled in a general education (core) course as a 10th grader without meeting admission requirements.
- Satisfactory Academic Progress (SAP) must be met to remain in good standing with ATC. SAP requires a minimum 2.0 cumulative GPA **and** a completion rate of 66.66% of all college classes attempted.
- The student has withdrawn from two courses and is no longer eligible for DE funding. Students must notify the college **and** the high school in writing if they withdraw from any college class.
- The student retakes a course that has been funded by the DE program. DE will not fund the same course twice.
- The student is enrolled in a course that the high school does not authorize.
- The student attends a high school that is not a participant in the DE program.
- I/we understand that we may be eligible for the HOPE Grant/HOPE Career Grant for eligible courses/programs. I/we must provide proof of lawful presence and residency. I/we acknowledge that this grant may not cover 100% of the cost and agree to pay all tuition, fees, supplies, and textbooks not covered by these grants.

- I/we understand that textbooks are loaned to the student from ATC's library and must be returned to the library at the conclusion of each semester.
- I/we understand that if the student wishes for any ATC faculty and/or staff to communicate with their parent/guardian, a college **Release of Information** form must be submitted to the Office of Registration and Records. This is a federal law, FERPA, Family Education Rights and Privacy Act.
- I/we understand that the student will take college-level coursework that covers college content. If a question arises, it is the **student's** responsibility to first contact the college instructor to attempt resolution.
- ATC provides reasonable accommodations for any person with a disability. An Individualized Educational Plan (IEP) developed at the high school level does **not** apply to college courses. At the college level, requests for accommodation must be **student initiated** by enrolling in services through the college.
- I/we understand that **all online classes** will require an **on-campus proctored** midterm and/or final exam.
- I/we understand that the student must adhere to college policies and procedures for courses taken with the college. This includes course attendance policies, missed assignments/tests, make-up work, academic honesty, and etc.
- 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 both the ATC DE coordinator **and** high school counselor informed of enrollment and academic status, i.e. the student must be enrolled in an eligible high school and remain on track for high school graduation to participate in the DE program.
- I/we agree to the flexible class schedule of ATC which indicates that the student may **not** be required to attend class(es). College class formats can be online or face to face and may not meet every day of the week as specified by the college schedule and instructors. The college is not responsible for tracking attendance and student locations as they are in college while dually enrolled.

As the parent/guardian of the above named student, my signature on this waiver certifies that I have read, understand, and accept the above information and the content regarding the DE policies found at athenstech.edu and www.GAfutures.org. I agree to hold harmless and expressly waive any legal claims that could otherwise be made against Athens Technical College or the Technical College System of Georgia with regard to any authorized actions taken by the technical college, or for any out-of-pocket payments made by me to enroll my student in DE courses.

Acknowledgement Signature Required. Please submit this copy to ATC's Dual Enrollment Admissions at DualEnrollment@athenstech.edu and keep a copy of this document for your records.

STUDENT SIGNATURE REQUIRED: _____

- I have read, understand, and agree to the statements above.

Date _____

Email Address _____

Date of Birth _____

Current Grade in High School _____

PARENT/GUARDIAN SIGNATURE REQUIRED: _____

- As legal parent/guardian of student named above, I have read, understand, and agree to the statements above.

Date _____

Parent/Guardian's Email Address _____

As set forth in its student catalog, Athens Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Jessica Felts, Director of Student Support Services, Section 504 and the Americans with Disabilities Act (ADA) Coordinator, Office K-614A, 706/583-2893 jfelts@athenstech.edu; Sherri Heath, Human Resources ; Title VI, Title VII, Title IX Coordinator (Employees), Office K-514, sheath@athenstech.edu, 706/583-2818; and Lenzy Reid, Vice President of Student Affairs, Title IX (Students) Office H-774, 706/355-5029, lreid@athenstech.edu, 800 U.S. Highway 29 North, Athens, GA 30601. Athens Technical College is committed to creating an accessible online environment. If you have questions about accessibility or would like to request materials in an alternative format, please contact Jessica Felts, jfelts@athenstech.edu or 706/583-2893.