

Student Name: _____

High School Based Dual Enrollment

Frederick Community College courses offered at an FCPS high school during the school day.

Open Campus Dual Enrollment

College courses taken on the campus of any Public Institution of Higher Education (PIHE).

**FCPS College and Career Readiness
Dual Enrollment Application Form**

Student Name:

FCPS Student ID#

Student email address:

High School:

Parent email address:

Grade:

Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)

- ____ Ensure that all required forms are complete, correct and signed by student and parent/guardian.
- ____ Complete the college (PIHE) application for admission.
- ____ Complete this Dual Enrollment Application Form. **Open Campus Students:** All information must be verified and signed by the high school counseling office prior to submission to the college's Office of Student Accounts.
- ____ Ensure that all diagnostic assessments/ placement tests and paperwork (application, current transcript) required by PIHE are completed by the established deadlines
- ____ Pay tuition and fees and purchase required materials associated with the class. Students who do not pay or make payment arrangements by semester deadlines will be removed from class rosters.
- ____ Read and adhere to PIHE policies, procedures and code of conduct.
- ____ Provide your school counselor with a final grade report upon course completion.
- ____ Notify PIHE and FCPS if you drop a course. **Students who drop a course after the drop date will be invoiced by FCPS for any portion of tuition paid by FCPS.**
- ____ Monitor PIHE email account for notifications.
- ____ Pay full tuition rate for courses taken during the summer and developmental courses.
- ____ Ensure that you understand the eligibility implications associated with dual enrollment.
- ____ Complete and submit the appropriate paperwork each semester you choose to apply for dual enrollment. Forms cannot be submitted for the discounted tuition rate after the last day of the semester.

- My child is eligible for Free and Reduced Meals. (Students who meet the federal eligibility requirements for free and reduced meals will have the tuition waived. Charges for open-campus fees and books are not waived.
- I give my permission for the PIHE to provide grade reports to my/ my child's high school counselor.
- I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to FCPS for considering this application and sharing the information provided herein with the necessary departments of _____ for the purpose of registration in the dual enrollment program.
(Public Institution of Higher Education)

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Printed / Signature

*Completed applications for **High School Based Dual Enrollment** must be turned in to the counseling office.

*Completed applications for **Open Campus Dual Enrollment** must be presented to the college Registrar or Office of Student Accounts.

Be sure to keep a copy for your records.

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Course Title(s) of PIHE course(s) student **intends** to take:

Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits

*Courses numbered below 100 are developmental courses which require a student to pay full tuition.

Once all student information on this form is **complete** and the form is signed by the student and parent/guardian, an administrator (or designee) will verify eligibility by signing below.

*Completed applications for **High School Based Dual Enrollment** must be turned in to the counseling office.

*Completed applications for **Open Campus Dual Enrollment** must be presented to the college's Office of Student Accounts.

Be sure to keep a copy for your records.

Students seeking dual enrollment status must meet the following eligibility requirements:

- Currently enrolled in FCPS
- Unweighted, cumulative GPA of 2.0
- Enrolling in a credit-bearing college course during the academic year. (Summer courses do not qualify for tuition reduction)

This signature certifies that all eligibility requirements are met and the student is approved for Dual Enrollment.

FCPS Staff Signature: _____ Date: _____
Printed / Signature

Students who meet the federal eligibility requirements and qualify for Free and Reduced Meals will have the tuition waived. Charges for open-campus fees and books are not waived.

Free and Reduced Meal status must be verified prior to the student submitting this form to FCC.

FARM Status Verified by School Staff:

Position: _____ Printed Name / Initials/ Date