

## SELF-PAY COURSE APPROVAL FORM FOR DUAL AND JOINT ENROLLMENT STUDENTS

This form is to be completed by Georgia high school and home study students seeking to enroll in any college/university course which will be fully or partially ineligible for State of Georgia Dual Enrollment funding (fully or partially self-pay).

**Sections A-E** are required. **Sections F-G** must be completed by the high school or home study if high school credit is sought. A completed form is required for course registration. This form does not provide approval for State of Georgia Dual Enrollment or HOPE Grant funding.

### SECTION A: STUDENT INFORMATION

Full Legal Name:	Date of Birth: <small>(mm/dd/yyyy)</small>	Current Grade:
Full High School Name:		
Anticipated HS Graduation Date: <small>(mm/yyyy)</small>	GTID (if known):	<small>Note: only public school students have a GTID</small>
College/University Name:	College/University Student ID (if known):	
College/University Term:	Fall      Winter      Spring      Summer	Year: <small>Note: a new form is required each term</small>

I am ineligible for State of Georgia Dual Enrollment Program funding for the course(s) listed on this form for following reason:

- I will enroll in a course that isn't on the [GAfutures Dual Enrollment Course Directory](#) (not a core/CTAE Dual Enrollment funded course).
- I have already met the Dual Enrollment funding cap and will be fully self-pay.
- I will enroll in course hours that will exceed the funding cap and will be partially self-pay and partially funded.
- I plan to enroll in core courses in the 10th grade but do not meet the requirements for 10th grade funding.
- I plan to participate in the 9th grade.
- I am no longer eligible for funding due to having two course withdrawals or failing to maintain satisfactory academic progress.
- I plan to retake a course for which I have already received Dual Enrollment funding.
- I attend a high school that does not participate in the Dual Enrollment funding program.

### SECTION B: STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENTS

By initialing below I acknowledge that I have read and am in agreement with the following:

Student      Parent/  
                  Guardian

- College/university courses may be more rigorous and challenging, and require a higher degree of independent responsibility and accountability, than high school courses.
- The courses taught on the college/university campus generally follow the college/university academic calendar which may not be the same as the high school calendar.
- The student must apply for dual enrollment admission and be accepted to the college/university.
- All attempted college/university courses and grades become a part of the postsecondary academic history and transcripts. Dual enrollment courses and grades also become a part of the high school record.
- Tuition, fees, and books are charged in accordance with the college/university policies.
- The high school counselor must grant approval before any schedule changes are made unless no high school credit is being sought.
- Course withdrawals are recorded on the high school transcript according to the school or school system's dual enrollment withdrawal policy. Withdrawals also appear on the college/university transcript.
- Option B/SB2-2015 students must complete all state-required courses and assessments per the GADOE Dual Enrollment State Board rule found at [www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-2-.34.pdf](http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-4-2-.34.pdf).
- The U.S. Department of Education requires all colleges and universities to provide training on sexual assault awareness and prevention under the Violence against Women Act. This mandatory training information will be provided by the college/university at no cost to the student.
- The student is subject to all requirements, policies, regulations, and deadlines defined in the college/university college catalog and schedule of classes, and course requirements established by the instructor in the course syllabus.

**SECTION C: COLLEGE COURSES** *(Not sure what courses you plan to take? Your college/university advisor can assist with your course selections.)*

Which course(s) do you plan to take that will be fully or partially self-pay (i.e. will be fully or partially ineligible for Dual Enrollment Program funding)? Any courses that will be fully funded by the Dual Enrollment Program should not be listed.

Course Prefix & Number	College/University Course Title	Self-Pay Hours/ Total Hours

**SECTION F: COMPLETED BY YOUR HS COUNSELOR** *(This section is required if student is seeking high school credit for any course listed in Section C)*

For each course listed in **Section C**, what high school credit is the student authorized to receive?

High School or Dual Enrollment Course Number	High School or Dual Enrollment Course Title

**SECTION D: STUDENT SIGNATURE**

After reading and confirming, type your name in the signature field below as you would sign an official document.

I hereby grant permission for my college/university to release information of my enrollment and grades, including class schedules and transcripts, to my high school or home study for the purpose of supporting my success as a high school and college student and verifying my high school graduation requirements. This release shall remain in effect throughout my enrollment as a dual enrollment/joint enrollment student.

Phone:  
Email:  
Signature:  
Date: *(mm/dd/yyyy)*

**SECTION G: HS COUNSELOR SIGNATURE**

*(This section is required if student is seeking high school credit for any course listed in Section C)*

Type your name in the signature field below as you would sign an official document.

Printed Name:  
Phone: Extension:  
High School:  
District (if applicable):  
Email:  
Signature:  
Date: *(mm/dd/yyyy)*

**SECTION E: PARENT/GUARDIAN SIGNATURE**

After reading and confirming, type your name in the signature field below as you would sign an official document.

As the parent or guardian of the above-named student, I give permission for the student to attend the college or university listed in **Section A** as a dual enrollment/joint enrollment student. I understand that I am responsible for the payment of any tuition and fees charged by the college/university resulting from the enrollment of the above-named student in courses ineligible for the State of Georgia Dual Enrollment or HOPE Grant funding.

Printed Name:  
Phone: Email:  
Signature:  
Date: *(mm/dd/yyyy)*

**Section E** must be completed by the high school or home study if dual enrollment (high school) credit is sought. A completed form is required for postsecondary advisement and course registration. Completed forms must be submitted to the college or university listed in **Section A**.

