



# Concurrent Enrollment Agreement

Please complete all highlighted sections

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**College:** PPCC UCCS CSU-Pueblo **Other** \_\_\_\_\_

**Term:** Fall / Spring / Summer

1. We understand this contract is between the student listed above, that student's parents/guardians and CEC-CS as it applies to college courses taken through CEC-CS during any current or future semester.
2. We understand attending college courses through CEC-CS is a privilege that requires taking personal responsibility to follow instructions and complete tasks by specified deadlines.
3. **We understand that we must submit a completed Concurrent Enrollment Agreement to CEC-CS Advising for each semester college courses are taken in order for CEC-CS to pay for the courses in which the student is enrolled. We understand that if an agreement is not signed by the students CEC-CS Advisor, the student will be responsible for paying the course.**
4. We understand that our CEC-CS Advisor does **not** have access to the college student portal and cannot check student schedules. It is the student responsibility to check the college student portal and CEC-CS student portal at least once each week to ensure the information for college Select and Bridge courses match. If the information does not match, the student will contact his/her CEC-CS Advisor immediately.
5. We agree to provide documents to our CEC-CS Advisor as requested including, but not limited to, the current college select schedule.
6. We understand the student must attend all college courses and not take extended vacations outside of the normally scheduled school breaks.
7. **We understand taking all state mandated assessments is required by the Colorado Department of Education. It is the students' responsibility to confirm testing dates and make appropriate arrangements with college instructors, notifying them of absences during state mandated exams.**
8. **We understand students reported in 9<sup>th</sup> – 11<sup>th</sup> grade have a \$3,800.00 annual voucher and 12<sup>th</sup> graders have a \$4200.00 annual voucher for tuition fees and textbooks. We understand if the voucher allowance is exceeded the student is financially responsible.**
9. Part-time, home school or private school students receive \$2,100 annually. Part-time students must take at least 3 but no more than 6 college credit hours or 2-3 college prep courses. Credits cannot be split (3 credit hours + 3 credit hours = 6 towards voucher, 3 credit hours + 4 credit hours = 4 credit hours towards voucher and 3 out of pocket).
10. **We will not enroll in an online or late start college course without prior approval by the CEC-CS Advising Department.**
11. The student must earn a grade of a C (70%) or higher in each course taken. **Failing to do so may put the student on probationary status at CEC-CS and/or the institution in which the college course is being taken. The student will be required to pay back the full cost of the failed course.** Withdrawing from a course after the drop date will be treated the same way as a failing grade. We understand that the student will be responsible to pay for any course dropped after the institutional drop date. If payment for a failed or withdrawn class taken in the Fall semester is received by the first day of CEC-CS Spring semester, the amount of the failed or withdrawn class will be reimbursed in full to your voucher. \* Note: If significant, documented medical circumstances present, tuition appeal guidelines are available [ppcc.edu/records/tuition-appeal](http://ppcc.edu/records/tuition-appeal).
12. Prior to re-enrolling in a failed or withdrawn course, the student must pay back the full cost of the course to the CEC-CS Business Manager. If the class is re-taken without the previous course being paid for in full, CEC-CS

may not authorize payment for the re-enrolled class.

13. **Before** dropping/adding a class or changing my schedule in any way, the student will obtain approval from their CEC-CS Advisor. If the student elects to drop a course, this must be completed within the timeframe set forth by the institution. Changes made to student schedule must not alter the student's full time or part time status.
14. We will follow the textbook acquisition procedures. If the student has questions regarding textbook acquisition/reimbursement, he/she will contact the CEC-CS Business Manager.
15. **We will attend mandated events required by CEC-CS to include events required by the Advising Department.**

<u><b>CHECKLIST</b></u>	
<b>Students must have the following to enroll as a student in a college class:</b>	
<b>PPCC S#:</b> _____	<b>Applied to COF?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Qualifying Accuplacer Scores:</b> EA _____ RC _____ SS _____	<b>Term:</b> <u>Fall / Spring / Summer</u>
<b>Qualifying Next Gen Accuplacer Scores:</b> Arithmetic _____ QAS _____ AAF _____ Writing _____	

<b>COURSE SELECTION</b>
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CRN	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	TITLE	CREDIT HOURS	ADVISOR INITIALS

**BY SIGNING BELOW, WE AGREE TO ALL THE ABOVE STATED TERMS AND CONDITIONS**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student ID: S#** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Term:**  Summer  Fall  Spring **Year:** \_\_\_\_\_

## STUDENT FINANCIAL RESPONSIBILITY AGREEMENT

This Agreement is made by and between you and the Colorado Community College System, including Arapahoe Community College, Community College of Aurora, Community College of Denver, Colorado Northwestern Community College, Front Range Community College, Lamar Community College, Morgan Community College, Northeastern Junior College, Otero Junior College, Pueblo Community College, Pikes Peak Community College, Red Rocks Community College, Trinidad State Junior College, and the System Office, hereinafter collectively referred to as the "College".

I agree that at registration, all tuition, fees, and other associated costs will be added to my account and I accept full responsibility to pay my account by the payment deadline (more) The College is able to accept payment on your student account by check, money order, and most major credit cards. Deferred payment plans and third party payer authorizations may also be available upon checking with the College. The College reserves the right to terminate a payment plan at any time and demand immediate payment. Payments made to your student account through the Office of Financial Aid will be applied by the State government, the Federal government, or the organization providing the funds. Any excess amount paid to your student account through the Office of Financial Aid will be automatically refunded to you.

I agree that my registration and acceptance of these terms constitutes a financial obligation agreement under federal law (more) My acceptance of the Student Financial Responsibility Agreement constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523 (a) (8)) in which the College is providing me educational services and deferring some or all of my payment obligations for those services. All outstanding tuition account balances are also considered qualified educational loans subject to future repayment per United States Internal Revenue Code 221, and as such, my student account balance is exempt from discharge under the federal bankruptcy code, 11 USC (USC) § 523(a)(8). I understand this means my obligations are not dischargeable in Bankruptcy.

I agree to regularly monitor my online student account for billing statements and keep my contact information up to date (more) I am responsible for keeping the College records up to date with my current physical address, email addresses, and phone numbers by notifying my College's Registrar's Office in writing. Upon leaving the College for any reason, it is my responsibility to provide the College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the College.

I give the College or its agents permission to contact me on any phone number or at any address I provide to the College regarding my student account(s)/loan(s) (more) I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the College or to the applicable contractor or agent contacting me on behalf of the College.

I agree that technical billing mistakes do not affect my responsibility to pay any amount due (more) I understand that if I believe there are errors or questions about my student account or I think my student account is inaccurate, I must notify the College immediately.

I agree to drop from a class by the College's deadline or be responsible for all costs associated with the class (more) I understand that if I do not officially drop from registered courses during the 100 percent tuition refund/credit period as established by my College, I will be responsible for paying the full tuition amount and any other applicable College fees, including, but not limited to room and board, based on the date that I officially withdraw.

I agree to pay any late fees, finance charges, internal/external collection fees, attorneys' fees, returned check fees or other late charges associated with any late payments or returned checks (more)

If I fail to pay my student account balance each month by the scheduled due dates, the College will assess a late payment fee until the balance is paid in full.

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the

payment plus the applicable returned check fee and other late charges. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with the College may result in financial holds and/or financial suspension, which would prevent me from registering for future classes at the College.

I agree that failure to pay amounts due will result in a hold on my student account and prevent me from registering for classes, obtaining transcripts/grades, etc. (more)

I understand and accept that if I fail to pay my student account bill or any money due and owed to the College by the scheduled due date, the following penalties apply at the discretion of the College:

1. Registration for future classes at the Colorado Community College System will not be allowed.
2. No transcripts, diplomas, or certification materials will be issued to me by any College in the System until the outstanding debt to the College is paid in full.
3. My grades will be withheld.
4. My past due account may be referred to the College for collection and the College may assess internal collection fees of up to 40% of the unpaid balance.
5. My past due account may be referred to a private collection agency and the delinquency may be reported to national credit bureaus.
6. If my account is referred to a private collection agency, I will be responsible for reimbursing the College for any and all collection agency costs, expenses, and fees, including reasonable attorney's fees, incurred in such collection efforts. I understand that any collections costs are charged in addition to the principal, fees and interest due on my student account.

I understand that the College, as a State agency, has the authority to intercept State income tax refunds due to me from the State of Colorado for debts owed to the State.

I agree to be bound by any changes to these payment terms as communicated to my student account (more) I understand that the College will provide notice of such change to me via my student portal and that I will have the opportunity to pay my account in full if I dispute any changes. I further understand that it is my responsibility to ensure that I am aware of any changes, including changes to any and all tuition and fees.

Students under the age of 18 must complete this Student Financial Responsibility Agreement in paper form with the student and parent signature.

**I hereby acknowledge that I have read and consent to the College's Student Financial Responsibility Agreement. I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

If student is under 18, the parent or legal guardian is required to sign and acknowledge the College's Student Payment Agreement:

\_\_\_\_\_  
**Parent/Legal Guardian Name**

\_\_\_\_\_  
**Parent/Legal Guardian Date of Birth or Driver's License # and State**

\_\_\_\_\_  
**Parent/Legal Guardian Signature**

\_\_\_\_\_  
**Date**