



Concurrent Enrollment Agreement

Please complete all highlighted sections

Student Name: _____

Parent Name: _____

College: PPCC UCSS 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 the student has a \$4,200 annual voucher for tuition, fees and textbooks. We understand if the voucher allowance is exceeded; the student is financially responsible for the balance due.
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.
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.**

CHECKLIST

Students must have the following to enroll as a student in a college class:

PPCC S#: _____

Applied to COF? YES NO

Qualifying Accuplacer Scores: EA _____ RC _____ SS _____ **Term:** Fall / Spring / Summer

Qualifying Next Gen Accuplacer Scores: Arithmetic _____ QAS _____ AAF _____ Writing _____

COURSE SELECTION

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:** _____

Concurrent Enrollment College Agreement

Student: You have indicated that you are interested in taking a course at Pikes Peak Community College. Persons under 21 years of age who are enrolled in the 9th – 12th grade in a school district and who demonstrate academic preparedness are eligible for Concurrent Enrollment Programs. Concurrent Enrollment students earn both high school and college credit for the same course, and the students’ share of college tuition is paid by the school district. Students in 12th grade may enroll in college basic skills courses, if approved by their school district. High school students who are retained for instructional purposes beyond the 12th grade may not enroll in more than nine college credits concurrently during the following year. To enroll in a course at an eligible postsecondary institution, a student must have completed the minimum course prerequisites and all required assessments.

SECTION A: To be completed by the Student (PLEASE PRINT & USE BLACK OR BLUE PEN)

Name: _____ Semester/Year _____ High School Attending: _____

College Student ID # S _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell _____ Date of Birth _____

Graduation Year _____ Test(s) you have taken (Circle): ACT Accuplacer SAT

Name of Parent/Guardian _____ Parent Driver’s License # _____ Parent Date of Birth: _____

SECTION B: To be signed by the Student and the Student’s Parent or Guardian

Attention Student and Parent or Guardian: Your signature below indicates that you wish the above-named student to participate in the Concurrent Enrollment Program and that you agree to the following:

1. The Student received advice and counsel about participating in the Concurrent Enrollment Program from his or her high school.
2. The Student must apply for the College Opportunity Fund (COF) when enrolling in any Concurrent Enrollment Course. This can be done online at <https://cof.college-assist.org/> or by authorizing the college to apply on the student’s behalf on the online admissions application. The student or parent/guardian will receive a bill (and may be subject to collections at the end of each term) for the amount of COF if COF is not applied to the student’s college account.
3. The Student authorized use of his or her COF stipend for all eligible credits for the semester stated above and all future semesters. College-level credits used will be deducted from the Student’s COF lifetime account.
4. The Student must meet the same prerequisites and course expectations as all other college students in a course, as noted in the current Academic year catalog and the course syllabus.
5. The grade received in each course will appear on the Student’s official high school and college transcripts.
6. College course credits may transfer in congruence with Colorado GT Pathways or articulation agreements if the Student earns a “C” or better in the course.
7. If the Student seeks to add, drop or withdraw from a college course, he or she must meet with the High School counselor and notify the college Concurrent Enrollment staff.
8. If the Student withdraws from a course after the College’s drop deadline, the College will record a “W” or “F” on his or her college transcript.
9. If the Student receives a grade of “F” or an “Incomplete” or withdraws from a course after the College’s drop deadline, the Student and the Student’s Parent or guardian may be required to pay the school district for the tuition it paid the College for the course.
10. The Student may not enroll in a course under the Concurrent Enrollment Program unless it fits with his or her Individual Career & Academic Plan (ICAP/PEP).
11. Only courses that apply toward a college degree or certificate, or (for 12th graders only) that qualify as basic skills courses, are covered under the Concurrent Enrollment Program.
12. The Student may not enroll in a course under the Concurrent Enrollment Program unless it is approved by the School District.
13. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Student gives the College permission to report absences and disciplinary issues, and to release grades, transcripts, in progress grades, class schedules, and billing information, as available, to the School District for the courses covered under the Concurrent Enrollment Program.
14. Any unresolved balance of COF, student fees, and/or tuition for classes not paid by the School/District, along with applicable collection fees will be the responsibility of the student and parent/guardian per the PPCC Student Payment Agreement.
15. By signing this agreement, Student and guardian confirm that they have read and agree to the PPCC Student Payment Agreement. The payment agreement acceptance covers the period of registration (semester/year) agreed to on this concurrent enrollment form.

I understand and will abide by all of the statements in this Section B.

Student Signature _____ **Date** _____

Parent or Guardian Signature _____ **Date** _____

CHECKLIST

New Students must have the following to enroll as a student in a college class:

- _____ College Admissions Application
- _____ COF Verification
- _____ Qualifying ACT, SAT, or Accuplacer Scores, if applicable.
- _____ This Concurrent Enrollment College Agreement Form completed with ALL Signatures

Returning Student must complete this form and have met all course pre-requisites to re-enroll as a Concurrent Enrollment Student.

SECTION C: Part 1 – Student Eligibility: To be completed by High School Counselor/Principal. Check all that apply.

- _____ This student is under 21 years of age.
- _____ This student is currently in the _____th grade.
- _____ This student is eligible to enroll in basic skills courses (ex: CCR, MAT 050/055) (**12th graders only**).

SECTION C: Part 2 – Course Selection: To be completed by Student and High School Counselor.

Attention High School Counselor: Your initials next to a course verify that the course is included in the Student’s ICAP/PEP.

Fall Semester Classes Approved:				
Subject	Course Number	Title	Credit Hours	Counselor Initials
MAT	121	College Algebra (EXAMPLE)	4	ASW
Total Credits Approved Fall Semester:				
Spring Semester Classes Approved:				
Subject	Course Number	Title	Credit Hours	Counselor Initials
MAT	121	College Algebra (EXAMPLE)	4	ASW
Total Credits Approved Spring Semester:				

STUDENT SASID#: _____

(To be completed by your school Counselor or Administrator)

High School Counselor/Principal Signature: _____ **Date:** _____

Section D: Part 1 – School District Approval

If signed by the Superintendent or designee, the School District agrees to pay the tuition for each course initialed above:

Approved by Superintendent (or Designee)

Signed: _____ Title: _____ Date: _____

SECTION D: Part 2 – College Approval

Approved by College Administrator

Signed: _____ Title: _____ Date: _____