



DUAL ENROLLMENT INSTRUCTIONS

All students intending to pursue dual enrollment options must complete and sign the attached form and return them to Guidance Counselor or Mentor teacher no later than 1 week prior to start date of college courses in order to participate in the dual enrollment program. Final grades must be submitted to registrar within 1 week of grade reporting at respective college.

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards: 1. Students in grades 9 through 12 may take up to ten postsecondary courses. 2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME. *See attached table 3.* 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil. 4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class. 5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. 6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.



DUAL ENROLLMENT FORM

_____ Name of College
or University

This letter verifies that _____, a _____ at Michigan International Prep School, meets the conditions outlined in Public Act 160, has received the prescribed counseling and detailed information, and is currently eligible for post-secondary enrollment in ____ of the following courses.

Course No.
Course Title
Credits
Term
Credit Earned

HS/College/Both

Student must choose where credit will be earned prior to the start of course. If credit is to be used toward High School Graduation, the grade will be calculated into High School GPA.

It is understood that your organization will send written notice via email, fax, or mail to Michigan International Prep School Registrar's Office caron@miprepschool.org fax (248) 788-6710, or mail to Michigan International Prep School Attn: Katherine Caron 48 South St. Suite 102 PO Box 345 Ortonville MI 48462 indicating course or courses and hours of enrollment. Student will also be notified of courses including tuition, fees, books, materials, other related charges, and amount of eligible charges. It is also understood that following the add/drop period, you will transmit a bill to our Finance Department detailing the tuition and fees for this student. We acknowledge that our district is responsible for the lesser amount of (1) the actual charge for tuition and fees; or (2) the student's foundation allowance, adjusted to the proportion of the school year the student attends the post-secondary institution; **totaling \$_____ per approved course for 2019/2020.** The student understands he/she is responsible for any remaining tuition and fees, if applicable.

Katherine Caron/Director Student Services

Administrator's Signature _____ Date Name/Title _____



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