

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.27

PAGE: 1 OF 3

PROCEDURE TITLE: DUAL ENROLLED STUDENT AID AWARDS

BASED ON POLICY:

REVISION NUMBER:

OFFICE OF RESPONSIBILITY: STUDENT AFFAIRS



PRESIDENT

June 14, 2004
DATE

PURPOSE

The purpose of this procedure is to detail the dual enrollment process at the Technical College of the Lowcountry (TCL).

PROCEDURE

Dual enrollment refers to the opportunity for qualified high school students to enroll in Technical College of the Lowcountry courses while concurrently enrolled in high school.

To be eligible the student must:

1. The student must be a junior or senior in a public, private, or authorized home education school.
2. The student must have taken the College's ASSET or COMPASS assessment to determine course placement eligibility.
3. The student must have written approval to participate in the TCL Dual Enrollment program by the parent/guardian and principal/guidance counselor or governing organization
4. The student must have completed and submitted all required enrollment and financial aid forms.

Student Enrollment:

1. By the end of February for fall enrollment and by mid- November each year each year, high school sophomores and juniors will be identified by the high school counselor and assessed for eligibility to participate in the Dual Enrollment

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.27

PAGE: 2 OF 3

program. Home education students must be assessed prior to the start of their first academic semester.

2. Eligible students will be provided Applications for Admission, Dual Enrollment Applications, and FAFSA Applications for completion and submission to the high school counselor by the end of April each year. A copy of the home education approval letter must be submitted along with the other applications.
3. No student will be allowed to participate in the Dual Enrollment Program without having met the eligibility and application requirements.
4. A TCL representative will collect the Application for Admission, Dual Enrollment Application and FAFSA Applications from the high school counselor ensure that all application information is complete and then submit the information to the appropriate College office for processing before mid-May each year for fall enrollment. For spring enrollment, newly interested high school juniors and seniors must have their assessments completed, and their application information submitted by the end of November each year.
5. Students will register for Dual Enrollment courses on the high school campus. Students may also register for courses at any TCL campus after admissions application, dual enrollment application, and financial aid information are verified.
6. The TCL Enrollment Management Coordinator or Director of Off-Campus Programs will forward complete course registration forms along with a participant roster to the Registrar or designee by the end of May each year.
7. The TCL Enrollment Management Coordinator or Director of Off-Campus Programs will verify student registrations with the Registrar or designee and student aid awards with the Financial Aid Director or designee.
8. The Business Office at the beginning of each fiscal year will apply an established fund amount to the data system for institutional fee waivers. The Financial Aid Office will calculate and apply all applicable student aid and institutional fee waiver amounts to the student's account.
9. The TCL Enrollment Management Coordinator or Director of Off-Campus Programs will forward a roster of registered dually enrolled students to the Vice President for Academic Affairs and Vice President for Student Affairs by the beginning of fall semester classes.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.27

PAGE: 3 OF 3

Schedule Changes:

1. Students must adhere to the dates specified for the College's registration, add/drop, withdrawal and/or refund periods.
2. Students wanting to drop a course or withdraw from the College must submit signed permission from the high school counselor on school letterhead. Home education students must submit signed permission from the parent/guardian.

Fees:

1. Students who participate in the Dual Enrollment program at TCL are not eligible for such Federal Financial Aid as Pell grants or student loans.
2. Payment of the current rate of tuition and fees per credit hour, text books and materials will be the responsibility of the student unless otherwise negotiated between the College and the local school district.
3. The student is responsible for all fees incurred as a result of a schedule change.