



**SUBMIT THIS COMPLETED FORM** through the ONLINE APPLICATION as a **Supplement** or email to **Admissions@oaklandcc.edu**. This form must be completed and submitted **EACH SEMESTER of attendance** as a High School dual enrolled student. Your Application will be **INCOMPLETE** until this form is received.

## PART 1

Select **ONE** semester: Fall 20\_\_\_\_\_ Winter 20\_\_\_\_\_ Summer 20\_\_\_\_\_ OCC ID# \_\_\_\_\_ (if known)

STUDENT LAST NAME \_\_\_\_\_ STUDENT FIRST NAME \_\_\_\_\_ STUDENT DOB \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

### Parent/Guardian and Student Agreement

PARENT/GUARDIAN LAST NAME \_\_\_\_\_ PARENT/GUARDIAN FIRST NAME \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

### Select ONE

**Self-Pay – Complete Part 1 only:** I understand that I will be dropped from courses if payment is not made by published deadlines.

**Dual Enrollment/Sponsored – Complete Part 1 and Part 2:** I understand that if for any reason the high school (public high school students) or State of Michigan (non-public high school students) does not pay for tuition and fees, I will be held responsible for the charges if I fail to drop courses during the 100% refund period.

I authorize OCC to release my grade report to my high school after all of my final grades for the semester are posted (Early College Programs only).

Refund dates are listed for each course ([www.oaklandcc.edu/academics/calendar/refund\\_info.aspx](http://www.oaklandcc.edu/academics/calendar/refund_info.aspx)). Failure to pay will result in a ‘HOLD’ on all records and future registrations. Delinquent accounts are turned over to a collection agency and will be assessed a fee of 39%.

I have read and accepted the terms and conditions of OCC’s financial responsibility policies and procedures.

([www.oaklandcc.edu/academics/calendar/refund\\_info.aspx](http://www.oaklandcc.edu/academics/calendar/refund_info.aspx))

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## PART 2

### High School Dual Enrollment Authorization (Completed by school official for sponsored payments)

The school district approves the student for the dual enrollment option selected below and authorizes Oakland Community College to bill the school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached. For questions regarding payments or billing, please contact **ACCTSREC@oaklandcc.edu** or 248.341.2263.

High School Sponsored (Dual Enrollment – Public School)

State Sponsored (Dual Enrollment – Non-Public School)

### Authorized Courses for Third-Party Payments (Completed by school official for sponsored payments)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

NAME OF SCHOOL OFFICIAL \_\_\_\_\_

PHONE NUMBER (WITH AREA CODE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

DATE \_\_\_\_\_

INCLUDES BOOKS

INCLUDES SUPPLIES

# HIGH SCHOOL DUAL ENROLLMENT

## What is high school dual enrollment?

High school dual enrollment is an educational option for high school students which allows them to take OCC courses for college and high school credit; the high school district may pay for the course(s) if:

- They have earned sufficient credits to be in Grade 9, 10, 11, or 12.
- They are enrolled in both the high school and OCC simultaneously.
- They are enrolled in an academic course at OCC that is approved by the high school.
- They have a High School Official complete Part 2 of the **High School Dual Enrollment & School Authorization Form**.

## What cost will the high school district pay?

- The high school district is responsible for tuition and related fees.
- Select DUAL ENROLLMENT/SPONSORED option on the **High School Dual Enrollment & School Authorization Form**
- Any additional expenses not authorized by the High School will be the responsibility of the Student

## If, High school dual enrolled student is not sponsored by a Public or Non-Public High School,

Follow the instructions outlined in the Schedule of Classes. During the registration period, students may review their up-to-date account detail statement in MyOCC.

- Select SELF-PAY option on the **High School Dual Enrollment & School Authorization Form**.
- Students are responsible for all tuition, books, and course fees.
- Students must meet payment deadlines using MyOCC or in person.
- Students may pay with cash, check, MasterCard, Visa, Discover, American Express, or money order.

See **HIGH SCHOOL DUAL ENROLLED STUDENT STEPS** for more information.

