



# New Student Application Packet

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

**High School:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_

Contact:

[dualenrollment@gptc.edu](mailto:dualenrollment@gptc.edu)





# Student Checklist

**Please make sure the application is fully completed. Incomplete applications may result in delayed or denied program admissions.**

- GPTC Application for Admissions submitted online**
- Dual Enrollment Funding Application at [www.GAFutures.org](http://www.GAFutures.org)**
- Qualifying Placement scores**
  - Students are exempt from placement testing with a copy of the high school transcript if the high school unweighted GPA is:
    - 2.5 for Academic Courses
    - 2.0 for CTAE courses
  - Students below GPA minimum can submit placement test scores of ACT, PSAT, SAT, and/or ACCUPLACER
- Costs Acknowledgement Form**
- GA Futures Funding Acknowledgement Form**
- Student Code of Conduct**
- Parent Permission Letter**
- Textbook Agreement Form**



# Dual Enrollment Funding

Please Note: Students must complete a Dual Enrollment Funding Application every academic year of participation.

- Go to [www.gafutures.org](http://www.gafutures.org)
  - New Students: Follow steps to create an account
  - Returning Students: Log into existing account using Username and Password
- Select the Dual Enrollment Funding Application
- Select the Apply Now box
- Complete all the fields on the application and submit

I understand that I will not be registered for classes without a valid GA Futures funding application submitted and approved by the high school counselor or designee OR a self-pay form is submitted.

I understand that if I register for a class without permission, a class that is not eligible for Dual Enrollment funds, and/or I have no remaining Dual Enrollment funds or HOPE Grant funds available, I will be responsible for the cost of the class and associated fees.

I understand that Dual Enrollment funding does not pay for course lab fees and any course lab fees will be my responsibility to pay.

I understand that Dual Enrollment is a state-funded program administered through the Georgia Student Finance Commission (GSFC) and is subject to change.

*After reading and confirming, type your name in the signature field below as if you would sign an official document.*

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





## Acknowledgement of Potential Costs Associated with Dual Enrollment

I understand that my student, \_\_\_\_\_, will be receiving credit hours not all of which may be eligible for Dual Enrollment funding available under Georgia law (HB 444). I acknowledge that I am responsible for keeping track of the number of credit hours attempted and/or earned by my student in the Dual Enrollment program. If my student exceeds the maximum number of credit hours available, or enrolls in a class not eligible for Dual Enrollment funds, I agree to pay all tuition, mandatory fees, and book costs that are not covered by the Dual Enrollment funding program out-of-pocket.

If my student is eligible for HOPE Grant or HOPE Career Grant funding, then I agree to the following:

\_\_\_\_\_ I agree and authorize the technical college to apply the HOPE Grant and or HOPE Career Grant funds towards any credit hours not covered by the Dual Enrollment funding program.

\_\_\_\_\_ I agree to pay out of pocket the tuition, mandatory fees, and book costs for any credit hours that are not covered by the Dual Enrollment and/or HOPE Grant/HOPE Career Grant Funding programs.

As the parent/guardian of the above named student, my signature on this waiver certifies that I have read, understand, and accept the above information. I agree to hold harmless and expressly waive any legal claims that could otherwise be made against Georgia Piedmont Technical College or the Technical College System of Georgia with regard to any authorized actions taken by the technical college, or for any out-of-pocket payments made by me to enroll my student in Dual Enrollment courses.

\_\_\_\_\_  
Parent/Guardian Name (PRINTED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature





## Parent Permission Letter

**Your students is enrolling in Georgia Piedmont Technical College course(s).** A Georgia Piedmont Technical College (GPTC) instructor will teach this course either on the high school campus, at one of GPTC campuses, or online. This class is a college-level course, and will appear on both the college and high school transcripts.

### **Benefits of taking GPTC courses while in high school:**

- Degree level core classes will transfer to any University System of Georgia or Technical College System of Georgia college or university plus many other colleges/universities outside of the state of Georgia.
- College credits taken through and paid for by the Dual Enrollment program do not count against HOPE Scholarship or HOPE Grant hours after from high school graduation.
- Tuition, textbooks, and most student fees are covered through the Dual Enrollment program—which means students are able to attend GPTC while in high school at little to no cost.

Students are required to adhere to all rules and regulations of both the high school and GPTC. *Please refer to the GPTC Student Handbook and the high school student handbook to review all rules and regulations.*

### **Participant Eligibility & Requirements:**

- All Dual Enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in the Dual Enrollment program at Georgia Piedmont Technical College.
- Once approved by the high school counselor or high school designee, students must meet admissions requirements outlined by GPTC.
- Dual Enrollment funding is available to students in 10<sup>th</sup>-12<sup>th</sup> grade for CTAE courses, students in 11<sup>th</sup>-12<sup>th</sup> grade are eligible for academic courses. Students are eligible to receive Dual Enrollment funding, regardless of residency or citizenship, provided they attend a participating Georgia Public or Private High School or home study programs.
- Students in 9<sup>th</sup> grade are not eligible for Dual Enrollment funding. Students in 9<sup>th</sup> grade can elect to self-pay.
- Students must maintain satisfactory academic progress to remain eligible for Dual Enrollment funding. Students must successfully complete at least 67% of their attempted coursework with a minimum of a 2.0 GPA.
- Students are not eligible to repeat courses and receive Dual Enrollment funding.
- Students are ineligible to receive Dual Enrollment funding if they withdrawal from two classes. These rules apply to all colleges attended for Dual Enrollment. Please refer to the GA Futures website for information about funding eligibility.
- Dual Enrollment students are not eligible for additional forms of financial aid while still in high school.
- Some costs (course lab fees, insurance, tools, kits, supplies, etc.) associated with courses may not covered by Dual Enrollment funding or GPTC. These costs are the responsibility of the student.
- The high school counselor and the GPTC Dual Enrollment Coordinator must approve all college course taken by the high school student in order to receive Dual Enrollment funding and high school credit.







## Parent Permission Letter (continued)

### Academic Information

- A transcript/grade report will be sent to the high school counselor at the end of each semester by GPTC reporting the student’s final grade for the semester.
- GPTC courses failed may impact high school graduation and GPA and may prohibit students from continuing in the Dual Enrollment Program.
- All students are protected by FERPA (Family Education Rights and Privacy Act), regardless of the age of the student. Once a student begins classes, GPTC is only able to speak with the student regarding admissions, schedules, grades, etc. provided there is a FERPA release form on file with the college.

### Attendance Policy

- Students are expected to be punctual and attend all classes for which they are registered.
- The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at GPTC College may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies of courses may differ.
- All make-up work, regardless of the reason for absence, will be at the discretion of the instructor.

### Students with Disabilities

- GPTC is committed to assisting students with documented disabilities, by providing reasonable accommodations for students. College students with disabilities are required to identify themselves to the college and must meet with the Disabilities Services advisor to determine an accommodation plan.

### Academic Honesty

- All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.

### Photo Release Information

- I understand that my student’s name, quotations, and photographic likeness may be used in all forms and media for advertising, trade, and any other lawful purposes on behalf of GPTC or the Technical College System of Georgia and that I will not receive now or in the future compensation for this usage. I also understand that my student’s name, quotations, and photographic likeness may be posted on GPTC’s website and social media platforms and can be downloaded by any computer user on or off campus. Therefore, I agree to indemnify and hold harmless from any claims: the Technical College System of Georgia, the State of Georgia, all employees, and GPTC. I understand that it is my responsibility to notify GPTC if I refuse to have my student’s name, quotations, or photographic likeness used for the college’s unlimited purposes.

**I have read and understand the above information.**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





# Student Code of Conduct

Georgia Piedmont Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Postsecondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in concert with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgement.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.





# Student Code of Conduct (continued)

- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. Smoking will be allowed on campus in privately owned vehicles and in designated areas. The use of smokeless tobacco is prohibited on the college campus, except within privately owned vehicles.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

I, \_\_\_\_\_, have been given a copy, read and understand the Student Code of Conduct and the policies and rules located in the Georgia Piedmont Technical College Student Catalog. I will abide by the standards and regulations set forth by Georgia Piedmont Technical College. If I violate any part of the Student Code of Conduct, I understand that disciplinary procedures will be followed, including possible dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date







# Textbook Agreement

Dual Enrollment students do not pay for texts if a class requires a physical textbook and/or access code. Required text information is outlined in the class syllabus.

By signing this agreement, I understand that Georgia Piedmont Technical College has purchased the textbook and/or access code for my class(es) and that I hereby agree that I am borrowing the textbook for the duration of the class. I understand that for classes taken at a GPTC campus or through GPTC online, I am required to visit a GPTC Bookstore for distribution of my textbook or access code. I understand that if I have received a textbook, I will relinquish possession of the textbook the GPTC Bookstore or other GPTC designee at the end of the semester.

I also agree to return the textbook in the same condition that it was given to me. If I fail to return the textbook in the condition that it was given to me, I agree to pay \$75.00.

I further understand that if I do not remit payment to Georgia Piedmont Technical College for the damaged or lost textbook a hold will be placed on my account. Having this hold will prevent me from:

1. Acquiring a schedule for the next semester.
2. Forwarding my official GPTC transcripts vital for future college and/or job applications.

Failure to sign this form will result in the non-issuance of Georgia Piedmont Technical College textbooks.

I also understand that some classes may require additional supplies or materials that are not funded by the Dual Enrollment Program and I will be required to purchase those materials myself. Additionally, if I am taking a class as a self-pay student, I understand I am responsible for the cost of the textbook and/or access code.

My signature below indicates that I understand the Dual Enrollment Textbook Policy and will adhere to the polices set forth in this agreement.

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

