



High School Programs Early Admission Contract

Office Use ONLY

E&P Staff:

Date:

- Career Academy (DUAL) Dual Credit (DUAL) Early College High School (ECHS) PTECH (ECHS)

ELIGIBILITY:

A student must have completed the 8th grade, be enrolled in high school, completed admissions & testing requirements, and meet course prerequisites. Please see the back page of this form for additional program-specific information and requirements.

Student Acknowledgement and Commitment (Initial AND Sign). Use black or blue ink ONLY

As part of my enrollment, I consent to the following:

_____ Meet with my high school counselor each semester I plan to enroll to ensure ACC classes meet high school graduation requirements.
(Initials)

_____ Maintain Satisfactory Academic Progress (SAP) with a minimum college GPA of 2.0 and course completion rate of 67%.
(Initials)

_____ I understand I must meet ACC skills and course prerequisites for each class I enroll. Failure to do so may result in being withdrawn from my class.
(Initials)

_____ Make daily attendance and punctuality to college classes a priority.
(Initials)

_____ Behave in a way that demonstrates maturity and respect for all students, faculty, and staff.
(Initials)

_____ Meet with my High School Programs advisor every semester to review progress and courses for next semester.
(Initials)

_____ I understand I must check my tuition and fees balance each semester and make necessary payments or contact the High School Programs office regarding my balance by the posted deadline or I will be dropped from my classes. The dual credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.
(Initials)

_____ I understand all ACC communications are sent using ACC's secure student email, and I must use my ACCmail account for correspondence with ACC instructors and staff.
(Initials)

_____ I understand that in order to receive accommodations at ACC, I must follow the proper steps to apply for accommodations with the Student Accessibility Services (SAS) office prior to each semester of enrollment.
(Initials)

_____ If necessary, I authorize the Office of College and High School Relations to register me for ACC courses in agreement with my high school counselor/designee. It is my responsibility to ensure my course registration is correct. If I wish to make any course registration changes, I must do so via ACC Self-Service and notify my high school counselor/designee. The Office of College and High School Relations is NOT responsible for dropping any courses.
(Initials)

_____ A release of my TSI scores, grades, attendance, course progress, and other educational records will be provided to high school officials until revoked in writing to the Office of College and High School Relations.
(Initials)

_____ Name of High School Attending

_____ High School ID Number

_____ Current Grade Level *and* Graduation Year

Student

In addition to the statements above, I have also read and understand the Additional Program Requirements on the reverse side of contract.

_____ ACCeID

_____ Student Name (PRINT)

_____ Date

_____ Student Signature

Parent/Guardian

I approve of my student's participation in ACC's dual credit programs. I also understand program requirements, including FERPA, which states that a parent/guardian may not obtain academic records or complete ACC processes without my student's written consent.

_____ Parent/Guardian Signature

_____ Date

_____ Parent/Guardian Email

ADDITIONAL PROGRAMS REQUIREMENTS

ACADEMIC FREEDOM

ACC course content and student expectations are not modified in any way to accommodate a student under the age of 18.

ENROLLMENT

All students must complete a High School Programs Early Admission Contract once, prior to their first semester at ACC. Students are responsible for their own registration.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students own their college academic records; therefore, academic records may not be released to a parent or guardian without a student's written consent.

COURSES

Students must meet all skills and course requirements. Students may register only for courses approved by their high school counselor and ACC advisor. Austin Community College cannot guarantee that all college course sections will be available.

DROPS/WITHDRAWALS

Students must follow ACC deadlines for dropping or withdrawing from courses, and will be subject to course completion and academic progress policies (see Satisfactory Academic Progress below). Classes dropped after the add/drop period has ended will count as a tuition waiver used.

CREDITS/GRADES

Each school district determines its own dual credit equivalences according to state and district policies. Each school district also determines the conversion of ACC letter grades to numeric grades, if applicable. All ACC courses are issued a letter grade, only.

SATSIFACTORY ACADEMIC PROGRESS

All students must maintain a Satisfactory Academic Progress (SAP) level of 2.0 GPA. Students who fall below SAP will be placed on Academic Probation for a semester. Failure to maintain SAP for two semesters (consecutive or non-consecutive) will result in a student being ineligible for participation. College records are permanent; therefore, it is important to maintain SAP while enrolled at ACC as failure to do so may impact future college financial aid and transfer eligibility.

ACCeID & ACCmail

All students are issued a secure ACCeID (electronic ID number) and an ACCmail (e-mail) account. All students are required to use their ACCeID to access their ACC student records, and their ACCmail student account for official ACC correspondence.

Dual Credit & Career Academies

TUITION & FEE WAIVERS

Austin Community College will waive tuition and fees for up to 12 eligible classes. Out-of-district students will be charged a \$150 per-course fee for courses taken at any ACC campus, Center, or via distance learning for up to 12 eligible classes. Out-of-district students will not be charged the per-course fee if they take classes scheduled at a high school campus or demonstrate financial need through documented eligibility for free lunch or family eligibility for public assistance. Documentation must be submitted each school year for eligibility. The dual credit tuition and fees waiver will only be applied to college credit courses that are a part of the current ACC Core Curriculum or a workforce course included in a certificate or associate of applied science degree. All remaining ACC courses will be assessed regular tuition and fees according to a student's residency. Course withdrawals and dropped courses will be counted against the 12 course waiver limit after the second class day of each session. The student will be charged full tuition and fees based on residency for courses taken above the 12-course waiver limit and non-eligible courses.

ACC reserves the right to modify its programs, policies, and procedures as needed without prior notice. **The dual credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.**

TEXTBOOK

Textbooks and course supplies are not included in the tuition and fees waiver. This includes First Day Online textbooks for select courses. First Day Online Textbooks have to be paid within the student's ACC Self-Service account. Otherwise, textbooks can be purchased at any ACC Bookstore or other book retailers. ACC Bookstores are located on ACC campuses or online at austin.bncollege.com.

TRANSCRIPTS

Official ACC transcripts are available 1-2 weeks after the last day of each session and can be requested online. Transcripts are also available in person at any ACC campus Admissions and Records office.

Early College High School & PTECH

TUITION & TEXTBOOKS

Students enrolled in partnering Early College High Schools will have tuition and textbooks provided by the school district.

COURSE SEQUENCE

Students will follow the prescribed course sequence for the declared degree, certificate, or award.

SKILLS REQUIREMENTS

All students must demonstrate college readiness in the areas required for enrolling in ACC college credit course(s). Students must achieve TSI Math completion in order to continue on to courses with math skill requirements.