



Dual Credit Enrollment Agreement
2013-2014

Step 1: Fill out the application at www.mayvillestate.edu by clicking on "Apply Now"

- When filling out the application choose "Non-Degree" as your Program in the Major/Program Information Tab
In the Student Type Tab, choose "Dual Credit"
You will be asked to pay the \$35 application fee prior to submitting your application. If this is your first MSU Dual Credit course, choose the "Pay By Check" option and print the voucher. Attach the voucher and your check to this form. If you have taken a MSU Dual Credit course previously, you do not need to pay the MSU application fee again. Be sure to click submit to complete your application.

Step 2: Fill out course information below as it appears according to the Dual Credit Fact Sheet found on the MSU website under Prospective Students, Admissions, then Dual Credit.

Step 3: To this form, attach a copy of your High School transcript and ACT or Plan Test Results. Please work with your principal or counselor to obtain these documents.

Step 4: Return this Dual Credit Enrollment Agreement form with the attached transcript and application fee, as well as the Payment Agreement signed by your parent or guardian as instructed by your principal.

Note: This form must reflect only one semester of coursework.

Course Information

Course 1

Form for Course 1 with fields: College Course Title, College Course Number, School Semester Course is Taken (Fall, Spring, Summer), Instructor Name

Course 2

Form for Course 2 with fields: College Course Title, College Course Number, School Semester Course is Taken (Fall, Spring, Summer), Instructor Name

Course 3

College Course Title
College Course Number
School Semester Course is Taken: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Instructor Name

Course 4

College Course Title
College Course Number
School Semester Course is Taken: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Instructor Name

Student Signature	Date

Your signature authorizes that you agree to your child being enrolled in the MSU Dual Credit courses listed above:

Parent Signature	Date

**School Certification:** To be completed by the Principal or designee before the course begins

If the college course is a mathematics course, enter the student's score for one of the tests:			
ACT Mathematics sub-test score: ____		PLAN Mathematics sub-test score: ____	
SAT Critical Reading+Mathematics score: ____		COMPASS Algebra score: ____	

If the college course is an English course, enter the student's score for one of the tests:			
ACT English sub-test score: ____		PLAN English sub-test score: ____	
SAT Writing score: ____		COMPASS Writing Skills score: ____	

High School Cumulative GPA 3.0: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Principal or Designee Signature	Date

## Payment Agreement

*This agreement is intended to ensure that the parent(s) or guardian(s) of students enrolling in Mayville State University's dual credit courses fully understand the costs associated with dual credit courses, as well as issues relating to the transfer of these credits.*

*A signed copy of this agreement is required for registration each semester in dual credit courses from Mayville State University.*

*Please carefully read the information below and sign the agreement indicating you have read and understand the information. If you have questions about this agreement, please contact Mayville State's Office of Extended Learning at 1-800-437-4104, ext. 34667.*

Students enrolling in dual credit courses from Mayville State University will receive college credit and the associated high school credit for their dual credit course(s). There are tuition and fees associated with all college credit granted by Mayville State University.

**The tuition and fee charges for dual credit courses offered by Mayville State during the 2013-2014 academic year is \$135 per credit, \$405 for each three-credit course** (These fees are subject to change without notice). This amount does NOT include books and materials.

**Payment of tuition and fees for Fall 2013 is due September 11, 2013. Payment of tuition and fees for Spring 2014 courses is due January 29, 2014.** Payment should be submitted by mail or by phone to the Mayville State Business Office, 330 Third Street NE, Mayville, ND 58257; phone 1-800-437-4104, ext. 34758. *Late payment penalties will apply to past due accounts .*

Other important dates to remember is our withdrawal dates. Last day to withdraw for a full refund of tuition and fees for Fall 2013 is **September 4<sup>th</sup>** and the last day to withdraw for Spring 2014 is **January 23<sup>rd</sup>**.

Credits earned through dual credit courses from Mayville State University will transfer to all colleges and universities within the North Dakota University System. It is the student's responsibility to contact the school they will be attending to make sure the credits will transfer.

I, \_\_\_\_\_, have read and understand the above. I understand that I am financially responsible for all student charges, as well as any late fees or collection fees associated with this student's account.

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

\_\_\_\_\_  
Date