



Dual Credit Enrollment Agreement

2014-2015

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 or found in your packet.

Step 3: Please work with your parents and principal or counselor to complete this form.

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

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

Student Name

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Course Information

Course 1

College Course Title
College Course Number
School Semester Course is Taken: ☐ Fall ☐ Spring ☐ Summer
Instructor Name

Course 2

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: ☐ Fall ☐ Spring ☐ Summer
Instructor Name

Course 4

College Course Title
College Course Number
School Semester Course is Taken: ☐ Fall ☐ Spring ☐ 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: ☐ Yes ☐ No

Principal or Designee Signature	Date



Dual Credit
Parent Enrollment 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.

I understand that I am incurring a legal obligation to pay all charges assessed to my child's student account by the due date, including, but not limited to, tuition and fees, book charges, and late payment fees.

I accept full financial responsibility for each registered course, including those my child may add after this initial registration for the term and understand that I am personally responsible for payment of all sums when due regardless of any eligibility for financial aid or other financial assistance.

I understand that I must sign this agreement only upon initial enrollment each term and that adding additional courses for the same term may increase my child's financial obligation. I assume full responsibility for any additional charges.

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 2014-2015 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 2014 is due September 10, 2014. Payment of tuition and fees for Spring 2015 courses is due January 28, 2015. 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 2014 is **September 3rd** and the last day to withdraw for Spring 2015 is **January 22nd**. I acknowledge

that non-attendance or non-participation by my child does not relieve me of financial responsibility for the courses in which my child's enrolled.

I understand and agree that if I fail to make timely payments, I may be assessed late fees on the outstanding amount, my child will be restricted from future registration, my child's transcripts may be placed on hold, and my child may be denied other campus services.

I understand and agree that my child's account may be referred to a collection agency if I fail to make timely payments, and that I will pay all collection costs associated with such a referral, including but not limited to attorney fees, collection agency commissions, court costs, and other fees.

I understand and agree that my child's financial obligation to this institution constitutes an educational loan to assist in financing his/her education and therefore, is not dischargeable under the United States Bankruptcy Code, Section 523 (a) (8).

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: _____