

Dual Enrollment Age Waiver Approval Packet

This approval process must be completed before a student's enrollment is finalized.

- Step 1: Student & parent/guardian read and sign the *Dual Enrollment Age Waiver Acknowledgement* (p. 1-2)**
- Step 2: Student & school official complete the *Age Waiver Form* (p. 3)**
- Step 3: Student receives notification of approval from Helena College and can complete dual enrollment application and registration forms found online: http://helenacollege.edu/admissions_enrollment/highschool.aspx**

DUAL ENROLLMENT AGE WAIVER ACKNOWLEDGEMENT

This acknowledgement should be read and signed by the student who is requesting an exception to the age policy as well as the student's parent/guardian.

Printed name of student petitioning for waiver: _____

According to the Montana Office of the Commissioner of Higher Education (OCHE), in order to be eligible for a dual enrollment class, a student must be between the ages of 16–19 and/or junior/senior high school standing. The dual enrollment program at Helena College, University of Montana allows exceptions to this rule.

This document is to clarify the responsibilities of students that choose to enroll in the dual enrollment program. Students admitted who are under the age of 16 have the same rights and responsibilities as any other college student. To ensure these responsibilities are clear, we require that every underage student and their parent or legal guardian review the details of this agreement, and by signing, acknowledge and accept the expectations of the dual enrollment program. Please note that this agreement is good for one academic year. If the student is still under the age of 16 and enrolls in the dual enrollment program another year, a new agreement will need to be completed.

Students choosing to enroll in the dual enrollment program at Helena College, University of Montana must adhere to the obligations of a college student. Students are expected to conduct themselves in a manner appropriate for higher education and understand they are choosing to learn in an adult-oriented educational environment. We want students and their parents/guardians to fully understand the differences between the high school environment and the college environment.

The following statements are written for the student, however both parents and students should read them together and initial that they understand:

Student Parent

		As a dual enrollment student, I understand that classes I choose to enroll in will have course content, instructor focus, and classroom discussions that will not be amended to account for students younger than 18. Instructors and classmates will expect mature, adult behavior.
		Instructors expect students to perform at a college-level. If I have any issues with class content or with an instructor, I am expected to reach out to them in a timely manner. My parents/guardians cannot communicate with instructors on my behalf.
		Parents/guardians are not permitted to attend class with any student.
		The pace of the college classroom will be significantly accelerated compared to high school classes, and I have considered this when selecting classes.
		Federal education law, the Family Educational Rights and Privacy Act (FERPA) governs access to the records of minor students enrolled in college. Under FERPA, parents DO NOT have the right to access their students' educational records without written consent from the student. I may complete a Release of Information form found here: http://helenacollege.edu/admissions_enrollment/forms/dual-enrollment-release-information-.pdf . This does not grant parents the right to serve as a proxy for the student.
		The email address that a student provides on their application will be the email the college uses to communicate with them. Please do not use a parent/guardian's email for this point of contact.

IMPORTANT: By enrolling in the dual enrollment program, you are creating a **permanent college academic record and transcript**. The credits you earn through this program will stay with you throughout your collegiate career. Grades earned in classes will become part of your official transcript and will not be eligible for adjustment at a later date due to your age when you earned the credit. Your permanent academic record may impact your eligibility for future financial aid, scholarships and transferring credits to another college/university.

By signing, my parent/guardian and I have read and understand the information in this document. I understand this acknowledgement only lasts for one academic year, if I choose to enroll in classes again after this year, a new document will have to be signed and submitted.

Student signature

Date

Parent/Guardian signature

Date



DUAL ENROLLMENT AGE WAIVER FORM

This form should be completed by the student as well as a counselor/teacher/school official who is familiar with the student petitioning for an exception to the age policy.

Student Name: _____

High School: _____

Term of Enrollment (Fall/Spring, Year): _____

Student's Date of Birth: _____ **Student's Overall GPA:** _____

Student Response:

Please explain what class you are planning to take and how it fits into your future college plans. What makes you believe you are prepared for college coursework? *(Continue on the back of the form if needed.)*

School Official (Counselor, Teacher, Administrator) Response:

What evidence exists, or what leads you to think that this student can perform academically at the college level?

High School Official

Date