



Dual Enrollment Registration and Authorization Form

Section A: TO BE COMPLETED BY STUDENT

Student Name: _____ Student ID#: _____

Academic Year: _____ Term: _____

Course Code	Course Name	Semester Hours

Total Semester Hours: _____

Signature of Student

Date

SECTION B: TO BE COMPLETED BY HIGH SCHOOL COUNSELOR OR PRINCIPAL

Authorization From _____ High School _____

I hereby give my recommendation and approval for the above named student to be granted Dual Enrollment at Tennessee Wesleyan University. The student above met admissions criteria for Tennessee Wesleyan University. Both the high school and the parents will monitor the student's grade point average for continued eligibility. With permission granted from the student and parents, facilitated by signed FERPA waivers, the high school will monitor the student's progress in each DE class in order to assure that said student is performing class assignments and completing exams in a timely fashion. The above courses will meet necessary criteria for high school to be awarded to the upon successful completion of the course.

Signature of Guidance Counselor or Principal Date

Student's grade level

SECTION C: TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN

I hereby grant permission for _____ to enroll in dual enrollment classes with Tennessee Wesleyan University, prior to high school graduation as a Dual Enrollment student (as specified above). I further understand that this is his/ her responsibility to fulfill the requirements of said college in order to earn credit from courses taken by the student. I further understand that the responsibility to fulfill the college course requirements is the student's responsibility. By signing this statement I give the principal or guidance counselor permission, via FERPA waiver, to monitor the student's progress throughout the course.

Signature of Parent/Legal Guardian

Date

SECTION D: TO BE COMPLETED BY STUDENT AND PARENT OR LEGAL GUARDIAN

TENNESSEE WESLEYAN UNIVERSITY PROMISSORY NOTE

In order to be able to complete the registration process and prevent classes from being dropped from your schedule, you must choose one of the following payment options and sign at the bottom.

- Payment in full
- Deferred Payment Plan: I wish to pay the down payment amount and use the deferred payment plan to pay for the remainder of my bill. (See Deferred Payment Plan below)
- Commit Dual Enrollment Grant: I want to use my Dual Enrollment Grant to pay my bill and defer any remaining balance using the deferred payment plan (See Deferred Payment Plan below).

I acknowledge the cost of dual enrollment courses at \$171 per credit hour. If the student does not pay for the class in full, the student either must enter into a payment plan with the university or successfully apply for the Dual Enrollment Grant. I further acknowledge that it is the responsibility of the student to complete the Dual Enrollment Grant and failure to do so by ascribed deadlines will result in the student being billed in full for the registered courses. I also acknowledge that the Dual Enrollment Grant will pay up to \$513 for the students first five dual enrollment classes, and \$100 per credit hour for classes 6-10, resulting in a cost of \$213 per 3-hour course. Finally, I acknowledge that there may be additional textbook and class fees associated with certain courses that will be not be covered by the dual enrollment, and therefore the student will be held financially responsible for those fees.

Payment Plan Policies:

If I do not pay by the 5th of each month, I understand that failure to pay within 30 days of that date may result in a 1.5% finance charged being charged to my account or my account being referred to a third-party collection agency. I also understand that by entering the settlement agreement I will avoid the account being turned over to collections. If I want to return to Tennessee Wesleyan University to finish pursuing my degree and/or advance my education, I understand that I must pay the full balance before I can enroll.

Past Due Accounts:

I understand that if I fail to pay the settlement amount, I am subject to the following:

1. No transcripts, diplomas, or certification materials will be issued to me until my student account is paid in full.
2. My past due account may be referred to a collection agency.
3. If my account is referred to an outside collection agency, the delinquency may be reported to national credit bureaus.
4. If my account is referred to an outside collection agency, I agree to reimburse the college for collection agency costs, expenses, and fees incurred by the university in such collection efforts. I understand that such collection costs, expenses, and fees may include percentage-based fees charged to the university by the collection agency, including percentage-based fees of up to 33.33% of the debt collected. Any collection costs stated above are charged in addition to the principal, fees, and interest due on my student account.
5. I am responsible for reasonable attorneys' fees and court costs associated with collecting or enforcing my past due account as allowed under Tennessee law.

Release of Information:

In the event my payment schedule is not followed, I authorize Tennessee Wesleyan University to release my personal and financial information about my account to national credit bureaus and others concerned with collecting the balance owed. I understand the university and/or collection agency acting on behalf of the university may contact me regarding my outstanding balance. I authorize and give consent for Tennessee Wesleyan University to contact me on all phone numbers and email addresses associated with my account. I further authorize collection agencies acting on behalf of Tennessee Wesleyan University to contact me on all phone numbers and email addresses associated with my account as well.

Agreement:

I hereby acknowledge that I have read and expressly consent to the above promissory note.

Signature of Student

Date

Signature of Parent/Legal Guardian

Date