



# High School Dual Enrollment Signature Sheet

Please print and use your full LEGAL name:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle \_\_\_\_\_

High School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade Level: **9, 10, 11, or 12**  
Please circle one

Area of Study/Interest: \_\_\_\_\_

**Step 1. Apply Online** *New and returning dual enrollment students*

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| <ol style="list-style-type: none"> <li>1. Please access your Social Security Number before beginning the online application.</li> <li>2. <a href="http://www.fletcher.edu/apply/">http://www.fletcher.edu/apply/</a></li> <li>3. Select: CLICK HERE TO APPLY ONLINE</li> <li>4. Click "Don't Have An Account Yet? Sign up!" (New students)<br/>Click "I Already Have An Account!" (Returning students)</li> <li>5. Select Term</li> </ol> | <ol style="list-style-type: none"> <li>6. Select: Apply Now!</li> <li>7. Are you enrolled in high school: <b>Yes</b></li> <li>8. Will you still be in high school when starting classes: <b>Yes</b></li> <li>9. Major or Campus: <b>Major</b></li> <li>10. Which major are you interested in attending: <b>Non-Declared</b></li> <li>11. Complete all remaining required information</li> <li>12. Certification statement – Select Check box</li> </ol> |
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**Step 2. Read and Sign**

- I certify that all information I have provided in this application is correct, and that I will comply with all Fletcher Dual Enrollment requirements. I understand that I am enrolling as a Visiting/Guest Student at Fletcher. Upon graduation from high school, if I desire to enroll at Fletcher, I will apply for admission as a regular student and meet Fletcher's admission requirements.
- I understand that, if necessary, I must file separately with Fletcher's Office of Disabilities for special accommodations, which is a separate and distinct process from that which is performed at the high school.
- I understand that the college courses and high school and college grades earned in those courses in which I enroll through the Fletcher Dual Enrollment program will be on my permanent high school and college academic records.
- I understand that the grades I earn on college courses in which I enroll through the Fletcher Dual Enrollment program will be used by other programs, including ALL FINANCIAL AID PROGRAMS, to determine my continuing eligibility for those programs.
- I do hereby authorize the Board of Regents and the Office of Student Financial Aid access to my high school and college academic records.
- I understand that it is **my responsibility to OFFICIALLY WITHDRAW or DROP a class that I decide not to complete by Fletcher's published deadline.** If I withdraw I may not be eligible for Dual Enrollment participation next semester. In addition, I understand that withdrawing or not completing my courses(s), may affect any future financial aid (Pell Grants, TOPS, TOPS Tech, etc.) that I am eligible to receive after graduation from high school.
- I understand that if I earn any grade other than A, B, C, or P in the course, I may not be eligible for dual enrollment in the subsequent semester.
- I agree to the exchange of academic, financial, and disciplinary information among the student's high school, Fletcher, LaDOE, LOFSA and parent/legal guardian.
- I understand that the Fletcher Dual Enrollment Program will allow up to 6 credit hours per semester, 12 credit hours per academic year based on signed MOU, and that I will be responsible for any additional enrollment costs if I enroll in more than these limits through dual enrollment program.
- By signing this form, I hereby acknowledge that I understand that Fletcher Technical Community College students become obligated to pay all tuition, fee, and associated charges at the time of registration.
- Fletcher Technical Community College expects students to meet their financial obligations in a timely manner and to understand that failure to do so will result in further action to collect the balance due. This may include the transfer of the balance due to the State of Louisiana Office of the Attorney General for collection. An individual with a transferred account is responsible for all collection charges including, but not limited to, attorney and court costs.
  - I further acknowledge that it is a student's responsibility to understand all College policies and procedures related to managing their registration and student account. Those include the College's Add/Drop, Withdrawal, and Refund Policies.
- I certify that all information I have provided in this application is correct and I will comply with the requirements of the TOPS Tech Early Start Program and/ or SCA Program.

<b>Student Signature</b>	<b>Date</b>	<b>Parent Signature</b>	<b>Date</b>
<b>Principal/Designee Signature</b>	<b>Date</b>		

**Step 3. Return this form with STUDENT AND PARENT SIGNATURES to your high school Counselor/Dual Enrollment official.**

**Step 4. Counselor signs and returns signature page and test scores to Fletcher Technical Community College in person, by mail, or via email.**

- Once ALL DOCUMENTS are received, student will receive email communications about eligibility and registration.
- Contact [admissions@fletcher.edu](mailto:admissions@fletcher.edu) with further questions.

<p style="text-align: center;"><b>FLETCHER USE ONLY:</b></p> <p>Student ID#: _____</p> <p style="text-align: center;">SAAADMS _____ SOATEST _____ SAADCRV _____</p>	<p>Fletcher Approval:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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