VERMONT EARLY COLLEGE PROGRAM – 2019-2020

Approved Early College Program Postsecondary Partners - Assurance Form

The Agency of Education and Vermont’s approved postsecondary partners continue their collaboration to create a system in which Vermont seniors can complete their final year of high school at a college or university, tuition free. This program enables students to complete one year of college, while also meeting the requirements for high school graduation.

Under Act 77, for each 12th grade Vermont student enrolled, the Secretary of Education shall pay an amount equal to 87 percent of the base education amount, but not more than tuition charged by the institution, to an early college program that is approved for operation by the Secretary.

Early College Program Provider Responsibilities:

* Partnering postsecondary institutions must be a NEASC accredited school or a school accredited by another regional accrediting agency recognized by the US DoE.
* The postsecondary institution shall submit to the Legislature and to the Early College Coordinator at the Agency of Education a copy of the Early College report **due in January** as required by statute. T.16 § 947 (a)
* Courses administered through an Early College Program shall be included in the course catalog of the postsecondary institution and shall not differ in designation, description or credits.
* Postsecondary institution instructors serving Early College Program students must be approved by the respective postsecondary academic department and shall meet the same requirements for teaching the courses as other college faculty.
* The postsecondary institution will ensure that Early College Program students meet all relevant course prerequisites.
* Early College Program students will be enrolled as full-time students for one academic year in the postsecondary institution receiving payment and students’ experiences shall be recorded on an official postsecondary institution transcript.
* Early College Program students will be held to the same full-time enrollment status requirements as other matriculated students at the postsecondary institution.
* A postsecondary institution shall not accept a student into an Early College Program unless enrollment in an Early College Program was an element of the student’s personalized learning plan and the principal of the high school has approved that the student is academically ready for the Early College Program.
* The postsecondary institution will provide Early College Program students with a comprehensive publication that outlines student rights and responsibilities.
* The postsecondary institution will provide Early College Program students with an orientation to available student support services.
* The postsecondary institution will ensure that Early College Program students are held to the same standards and grading policies as those expected of other students.
* The postsecondary institution shall ensure that all published materials and resources related to the Early College Program are in accordance with statutory and policy requirements.
* The postsecondary institution shall work with every student to sign FERPA waivers so that the postsecondary institution can share student information with the sending high school.
* Postsecondary institutions shall work with high schools to ensure that the Early College Program will also meet the requirements for high school graduation.
* The postsecondary institution will be responsible for contacting the high school about dropping/adding courses as these changes may impact issuance of the high school diploma.
* The postsecondary institution will send high schools a list of enrolled courses for students after the drop/add period.
* In the event that a student does not successfully complete the Early College Program, the postsecondary institution, in conjunction with the sending high school, shall make every reasonable effort to facilitate the student’s reengagement in the personalized learning plan process in order to determine the most effective pathway to graduation.
* If a student drops below full-time status for any unforeseen circumstance, the [Early College Request for Exception Form](https://education.vermont.gov/documents/early-college-request-for-exception-to-full-time-status-form) must be provided to the AOE for review and approval if the student is seeking to continue on a part-time basis.

The secondary and/or postsecondary institution will need to complete the request form.

* The postsecondary institution shall comply with Vermont Agency of Education finance procedures for the purpose of effecting payment.
* The postsecondary institution will meet the following deadlines for invoicing: November 15, 2019 and April 15, 2020 by the close of business day (if the 15th falls on a weekend, it should be submitted the last business day before the 15th). Invoices received after the close of business day will not be reimbursed from the AOE and any costs incurred will be covered by the institution (**not** the student or parent).
* The postsecondary institution shall complete the [EC Enrollment and Snapshot Data spreadsheet](https://education.vermont.gov/documents/edu-early-college-program-enrollment-and-snapshot-data-spreadsheet-fy20) that includes:
	+ Student Last name, First name, MI
	+ Gen code
	+ DOB
	+ Gender
	+ Town of residence
	+ Town code
	+ High School
	+ PSCode
	+ Assigned Semester for enrolled students (e.g., 1 or 2)
	+ Full time number of credits per semester
* The postsecondary institution will upload the EC Enrollment and Snapshot Data spreadsheet per fall and spring semesters to the [AOE SFTP folder](https://secure.education.state.vt.us/EFTClient/Account/Login.htm) within the established invoicing timeline (November 15, 2019 and April 15, 2020).
* The postsecondary institution will accept as full payment for tuition set forth, which is reimbursed at 87% of the base education amount, which is $8,813. This amount covers tuition for both semesters, not each. All participating postsecondary institutions will be reimbursed at that rate with the exception of CCV. The CCV tuition rate cannot exceed but may be less than $8,813.

The signature of the authorized representative below indicates understanding of and assurance that the approved Early College Program Postsecondary Partner’s responsibilities will be met.

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**Postsecondary Institution**:

**Early College contact**:

Name:

Email:

Phone:

**Budget Office/Registrar contact**:

Name:

Email:

Phone:

Name:

Email:

Phone:

**Postsecondary Academic Officer**:

Name:

Email:

Phone:

**Postsecondary Academic Officer’s Signature**:



Please return the completed form by **October 4, 2019** to:

Toni Marra

Dual Enrollment & Early College Program Coordinator

Vermont Agency of Education

219 North Main Street, Suite 402

Barre, VT 05641

or email *with e-signature* to: toni.marra@vermont.gov