# VERMONT DUAL ENROLLMENT PROGRAM

# POSTSECONDARY INSTITUTION PARTICIPATION AGREEMENT

# 2020-2021 SCHOOL YEAR

The Vermont Agency of Education and Vermont’s higher education partners continue their collaborative effort to create a system in which students may enroll in college courses offered on a college campus, at their high school, and/or online. This program serves to introduce students to college-level coursework before they immerse themselves fully in college life; allows college coursework to be applied for progress toward secondary school completion; and can provide high school graduates with a jumpstart on college credits.

Postsecondary Institution Responsibilities:

* Partnering “postsecondary institutions” must be a NEASC accredited school or a school accredited by “another regional accrediting agency recognized by the US DoE.”
* Courses offered through the program (on campus, on-line or at the high school) must offer a college experience. The content and student expectations should not be altered from courses offered to matriculated college students. Courses offered through the program must be included in the college’s course catalog.
* Colleges will establish admissions processes and readiness measures for high school students prior to participation in dual enrollment courses. These processes and measures will be made available to high schools for use and will include the requirement that the dual enrollment course appear in the student’s Personalized Learning Plan.
* Colleges will use the Dual Enrollment (DE) System for the purposes of monitoring vouchers. All course information, course changes and final grades must be submitted by upload to the AOE SFTP folders using the [Data Exchange Specifications](https://education.vermont.gov/documents/dual-enrollment-data-exchange-all-import-file-types) within the established [Dual Enrollment FY21 Timeline](https://education.vermont.gov/documents/de-timeline-fy21) before a voucher is finalized within the DE System as a condition of reimbursement for tuition per semester. Colleges can manually enter registration and grade information directly into the system as well.
* Colleges allowing a student to participate in a dual enrollment course without an approved voucher from the high school will be responsible for the course tuition (not the high school or the student/parent).
* Colleges allowing a student to register and complete a college course that begins prior to the student completing 10th grade or ends after a student has graduated from high school will be responsible for the course tuition.
* Colleges will report semester registration information immediately in the Dual Enrollment System in order to ensure accurate accounting and to verify that revenue is available to cover the voucher request.Registration information includes: college ID, registration status, registration date, add/drop status, course title, and, when necessary, final grades.
* Colleges will notify the respective high school of any changes in course or enrollment status for a student (e.g., “dropped” courses).
* Colleges will be required to update semester data (this includes resolving any “Course Not Listed” courses) in the Dual Enrollment Voucher site via the [SFTP folder](https://education.vermont.gov/documents/dual-enrollment-data-exchange-file-specification-instructions) using the [Data Exchange file/specifications](https://education.vermont.gov/documents/dual-enrollment-data-exchange-all-import-file-types) by the date semester invoices are due.
* Colleges will meet the following deadlines for invoicing: September 15, November 15 and April 15 by the close of business day (if the date falls on a weekend, invoices are due the last business day before that date). Invoices and Invoicing Back up documentation 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).
* Colleges will report semester grades for students in dual enrollment courses to both the high school and the Agency of Education via the dual enrollment system per the established [timeline](https://education.vermont.gov/documents/de-timeline-fy21).
* Colleges will accept as full payment the tuition set forth, which is equal to the in-state tuition rate of the Community College of Vermont at the time of enrollment.
* If any of the above requirements are not met, individual post-secondary institutions run the risk of losing their status as a dual enrollment program partner.

This year the Participation Agreement process involves two steps.

1. Download and complete the Postsecondary Institution Participation Agreement form and **email** the completed form to AOE designee, Rose Wheeler at rose.wheeler@vermont.gov by September 11, 2020.
2. The AOE designee will convert the completed form into a OneSpan document which will then be routed to the authorized representative for signature to be maintained on file.

**The completed form is due by September 11, 2020 to** **Rose Wheeler****.**

The signature of the authorized representative indicates an understanding of and assurance that the responsibilities of the Vermont Dual Enrollment Program Postsecondary Institution Participation Agreement will be met. If any of the above responsibilities are not met, the Agency of Education has the option to discontinue the dual enrollment partnership with the post-secondary institution.

**Postsecondary Institution:**

**Who does the public contact for Dual Enrollment questions at your institution? What is the link to Dual Enrollment information on your website?** This information will appear on the AOE website.

**Name**:

**Title**:

**Email**:

**Phone**:

**Weblink**:

**Dual Enrollment Voucher Coordinator contact information.** This person(s) will claim/update and monitor the status of approved vouchers and have access to the dual enrollment system:

**Name:**

**Title**:

**Email**:

**Phone**:

**Budget/Registrar office contact information.** This person will be able to assist with trouble shooting invoicing issues (if applicable):

**Name**:

**Title**:

**Email**:

**Phone**:

**Will the Budget/Registrar contact also need access the dual enrollment system?**

**[ ]  Yes**

**[ ]  No**

**Authorized representative name and title:**

**Name**:

**Title**:

**Email:**

**Authorized representative signature: Date:**

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Please return completed form by **September 11, 2020**, to:

Rose Wheeler

Agency of Education

1 National Life Drive, Davis 5,

Montpelier, VT 05620-2501

Fax: 802-828-6430 or email with *e-signature* to: rose.wheeler@vermont.gov