

Concurrent Credit Enrollment Information and Agreement Form

Neosho County Community College (NCCC)

This form must be completed to enroll in the following courses:

- Certified Nurse Aide (CNA) and Medical Terminology (CNA)
- Construction I & II
- HVAC I & II
- Advanced Welding I
- Construction III & IV
- HVAC III & IV
- Advanced Welding II

STUDENT NAME _____ **SCHOOL** _____

Students who intend to complete a concurrent enrollment course must review the following information and sign below. Parents must also review and sign.

This form must be returned to the student's high school counselor by **Tuesday, March 7, 2017** to complete high school enrollment for your selected concurrent enrollment course.

Pre-requisites – There are no pre-requisites for Neosho County Community College (NCCC) concurrent enrollment courses. Students must be a junior or senior in high school.

Admissions – Students are required to apply for admission to Neosho County Community College (NCCC) by **Friday, May 19th 2017**. NCCC representatives will be on hand in April (date/time TBD) at the Lawrence College & Career Center to assist with the admission application. If a student would like to attend NCCC after high school graduation, they would not need to apply again.

Enrollment – Neosho County Community College (NCCC) representatives will be on hand in April (date/time TBD) at the Lawrence College & Career Center to assist with enrolling in the course through NCCC. Enrollment through the student's local high school has already been completed.

Tuition and Fees – There is no tuition costs for concurrent credit courses taken through Neosho County Community College (NCCC). There are fees that will be the responsibility of the student and paid to Neosho County Community College. Below is a list of estimated fees for each course:

Certified Nurse Aide and Medical Terminology - \$612

Advanced Welding I - \$486

Construction I & II - \$490

HVAC I & II - \$506

Advanced Welding II - \$601

Construction III & IV - \$590

HVAC III & IV - \$498

Payment will be made directly to NCCC. Payment is due at the time of enrollment. A convenient installment payment plan is available. There is a \$35 fee for this service. This fee and a percentage of the total balance must be paid with enrollment. Payment can be made online with Visa, MasterCard, American Express or Discover or by mailing in a check. Information on paying fees will be provided at the NCCC Concurrent Credit Enrollment sessions. For more information visit:

<http://www.neosho.edu/ProspectiveStudents/Admissions/TuitionFees.aspx>

Textbooks – Textbooks are provided by USD 497. Textbooks must be returned at the end of the course.

Drop/Refund – Students are expected to complete the course for which they register. Students may elect to change their course schedule without penalty and without permission during the first week of classes. Students who wish to drop or withdraw after the first week of classes must have approval from Neosho County Community College officials, their high school principal and the director at the Lawrence College &

Career Center. DO NOT assume your tuition payment will be waived if you drop/withdraw from the course. If the student drops the course at the high school they must also drop the course with Neosho County Community College. A percentage or the entire fees may be required if a student chooses to withdraw from the course.

Release of Student Grades – Grades are made available directly to the student. Student grades will not be released or discussed with parents or others unless a release signed by the student is in the student file. In order to report student grades, students are required to sign this release to provide grades to parents and to USD 497.

Credits/Transfer – Coursework students have taken concurrently will automatically count towards NCCC degrees. If the student decides to attend another institution, he/she may request an official transcript to be sent to that institution to certify the credits. For more information on transfer credits visit <http://www.neosho.edu/ProspectiveStudents/KansasSeamlessTransfer.aspx>

Agreement by Student

By signing this, I certify that I have read the above information and thoroughly understand what is required of me as a concurrent enrollment student at Neosho County Community College. I understand that if I must drop the course(s) I enroll in, I must drop them through the Neosho County Community College or I will receive an F on my permanent college transcript.

Student Name (Print)

Student Signature

Date

Agreement by Parent

By signing this, I certify that I have read the above information and thoroughly understand the requirements for my student to enroll as a concurrent enrollment student at the Neosho County Community College.

Parent Name (Print)

Parent Signature

Date