

TO: Calvin University Dual Enrollment  
FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Confirmation Letter for Dual Enrollment

This letter verifies that \_\_\_\_\_ approves \_\_\_\_\_ to dually enroll at Calvin University in a college course. \_\_\_\_\_ verifies that \_\_\_\_\_ meets state requirements for reimbursement of tuition up to a published amount, as outlined in Public Act 160 of 1996 (the Postsecondary Enrollment Options Act, available at <http://legislature.mi.gov/doc.aspx?mcl-Act-160-of-1996>).<sup>1</sup> \_\_\_\_\_ is eligible for dual enrollment because of the following reasons:

1. \_\_\_\_\_ does not offer an equivalent course.
2. \_\_\_\_\_'s test scores and previous course grades demonstrate a history of academic success.
3. The scheduled time for \_\_\_\_\_ at Calvin University does not interfere with \_\_\_\_\_'s schedule.
4. \_\_\_\_\_ has permission to leave \_\_\_\_\_'s campus to attend a course at Calvin University, or take a remote or online class at Calvin University.
5. \_\_\_\_\_ received sufficient information and has been counseled as to consequences of failing/not completing course.

Calvin University will bill the school and the student by credit hour. Calvin will accept as payment in full the school or the State of Michigan's reimbursement for one class (up to four credit hours) per semester. \_\_\_\_\_'s family agrees to pay any amount not covered by the school or State's reimbursement for any additional course the student takes beyond the first course. Should the student withdraw from the course 10 days or more after the first day of class, \_\_\_\_\_'s family agrees to pay the full amount of the school or the State's reimbursement to Calvin University.

\_\_\_\_\_ UIC is: \_\_\_\_\_

We confirm that all information is accurate.  
Signed,

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE<sup>2</sup>

\_\_\_\_\_  
HIGH SCHOOL

<sup>1</sup> Student must be enrolled in at least one course at the high school, the school must verify the five above stated conditions, and the course(s) eligible for tuition support may not be categorized as hobby, craft, recreational, physical education, theology, divinity, or religious education.

<sup>2</sup> The parties agree that this agreement may be electronically signed. The parties agree that the electronic signature appearing on this agreement is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility.