



# Mattawan Consolidated School

Fifty-Six Seven Twenty Murray Street  
Mattawan, Michigan 49071-9543

269-668-3361

Fax: 269-668-8245

[www.mattawanschools.org](http://www.mattawanschools.org)

## Postsecondary Enrollment Tuition Authorization

- Mattawan Consolidated School authorizes \_\_\_\_\_ to enroll at \_\_\_\_\_ under the following conditions outlined in Mattawan Consolidated School Implementing Procedure IP2271:

*"The district will pay the charges submitted by the postsecondary or the prorated percentage of the state foundation paid on behalf of the particular student, whichever is the lessor. Charges in excess of the payment will be billed by the postsecondary institution to the student and his/her parents. The postsecondary institution will not charge a late fee providing the student registers during the institution's drop/add period. Should students fail to complete a course and a refund is available, the school shall be reimbursed first."*

- Authorization statement for student to enroll: The student named above is eligible to participate as a dual enrolled student as outlined in the School Aid Act or 1979 as amended by 1993 PA336, Section identified above for the cost of tuition and fees for the courses indicated according to the conditions as outlined in the Implementing Procedure IP2271.
- Procedure for Dual-Enrolling:
1. High school declares student eligible for Postsecondary Enrollment Options status.
  2. This form is completed by the student and appropriate high school personnel.
  3. This form is then submitted to the Principal for approval. Approval must be granted prior to enrollment.
  4. Student submits a completed Admissions Application to the postsecondary institution.
  5. Student schedules placement testing and orientation with the Counseling Office at the postsecondary institution.
  6. Student registers for class(es).
  7. Student submits this form to the Financial Services Office Pay Station at the time of registration. If a student withdraws from a class, the student has five days to report to the guidance office.

Please note: Students are responsible for all costs other than the tuition for the courses. Students are not allowed to enroll in dual enrolled courses other than those listed below for dual enrollment status. Mattawan Consolidated School, in compliance with the MDE Pupil Accounting Manual, prohibits its students from enrolling "in the subject matter of hobby-craft, physical education, theology, divinity, or religious education". By signing this form the parent/guardian agree to these conditions.

Special note: To graduate, Mattawan Consolidated School requires a student meet two criteria related to credit.

1. A student attempt, attend and complete classes totaling 24 credits. Since each course earns 0.5 credits per semester, courses each semester over four years total 24 credits.
2. Students must successfully complete 24 credits and pass courses totaling 22 credits. These credits must include the coursework required for graduation.

It is imperative that dual enrolled students complete the college classes for which they are enrolled. If a student drops or withdraws from a college class, the student is taking less than a full-day schedule. This is a violation of board policy. This student will be required to enroll in additional credits in order to meet the graduation requirement of attempting 24 credit hours.

