



FRANCIS TUTTLE
TECHNOLOGY CENTER

Parent/Guardian and Student Letter of Understanding College Credit for High School Students

As the parent/guardian of _____, I understand College Credit for technical courses is available for an administrative fee of \$8 per credit hour through Oklahoma City Community College (OCCC) for high school students enrolled in a Cooperative Alliance Program. In order to be eligible for admission to OCCC and enroll in OCCC cooperative alliance credit courses, I and my student, understand that high school students must:

- Have an ACT score of 19; OR an ACT Plan score of 15; OR a current official high school transcript reflecting a cumulative grade point
- average of 2.5; AND;
- Have written support from the student's counselor (signature of this form constitutes support)
- Have written parent/guardian consent (signature of this form constitutes consent)
- Pay to OCCC the administrative fee of \$8 per credit hour for the total credit amount each semester the student is enrolling. A Cooperative Alliance administrative fee waiver is available for qualified students. (see other side)
- Once admitted, students must maintain a 2.0 average in their college level courses to remain in good standing and maintain college credit eligibility.

The student and I understand the following items as they relate to college transcripts:

- College credit is granted by OCCC through a cooperative alliance agreement.
- Final grades submitted by the instructor at the technology center at the end of the college semester will become part of the official college transcript at OCCC and may be eligible for transfer to other colleges.
- **A fee of \$8 per credit hour (i.e., 3 credit hours = \$24) will be assessed for enrollment/transcription of the OCCC technology program credit. This does not apply to the general education courses available through OCCC.**
- It is the student's responsibility to drop a course within the designated time frame in order to not produce a course grade on the official transcript. The drop grade of 'W' will show on the student's official college transcript. A refund of the administrative fee cannot be granted.
- The fee of \$8 per credit hour is assessed for all credit attempted.

My signature below indicates that I understand the above information concerning college credit and the administrative fee and that I want (my child) to participate.

_____ Name of Parent/Guardian (please print) Date _____

_____ Signature of Parent/Guardian _____

As a high school student, I realize that participating in this agreement is optional and if I do not enroll for credit and pay the administrative fee in the semester I am attending at the technology center, I will not receive college credit. My signature below indicates that I understand the above information and that I want to participate.

_____ Name of Student (please print) Date _____

_____ Signature of Student SS# _____

..... For office use only

I have reviewed the college application documents and this student meets the qualifications for enrollment into the OCCC Cooperative Alliance.

H.S. GPA _____ ACT Plan (copy attached) _____ ACT Plan (no Copy) _____ ACT _____

_____ Signature of Counselor

_____ Date