



SUBMIT THIS COMPLETED FORM by uploading it as a **Supplement** with OCC's Online Application or emailing it to **Admissions@oaklandcc.edu**. This form must be completed and submitted **EACH SEMESTER of attendance** as a High School Dual-enrolled student. Your Application will be **INCOMPLETE** until this form is received. Students must select between 1-4 desired OCC courses in the dropdown list in Part 2.

PART 1

Select the semester you plan to take these course(s) (choose ONE): Fall Winter Summer Year 20 _____

OCC ID# _____ (if known)

STUDENT NAME

STUDENT DOB

EMAIL ADDRESS

HOME PHONE #

CELL PHONE #

Parent/Guardian and Student Agreement

PARENT/GUARDIAN NAME

PARENT EMAIL ADDRESS

RELATIONSHIP TO STUDENT

Dual Enrollment/Sponsored – Complete Part 1 and Part 2: The parent/guardian and student hereby allow the release of all aspects of the student's educational records and student finance information to the parent(s)/legal guardian(s) and the high school designee for district paid courses as allowed under the Family Educational Rights and Privacy Act (FERPA).

The parent/guardian and student both understand that if for any reason the high school (public high school students) or State of Michigan (non-public high school students) does not pay for tuition and fees, the student's family will be held responsible for the charges if the student fails to drop course(s) during the 100% refund period.

Refund dates are listed for each course (bit.ly/OCCrefund). Failure to pay will result in a hold on all records and future registrations. Delinquent accounts are turned over to a collection agency and will be assessed a fee of 39 percent (bit.ly/OCCtermsconditions).

I have read and accepted the terms and conditions of OCC's financial responsibility policies and procedures.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

PART 2 High School Dual Enrollment Authorization (Completed by school official for sponsored payments)

The school district approves the student for the dual enrollment option selected below and authorizes Oakland Community College to bill the school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached. (Note: Courses are subject to approval by high school counselor and seat availability). For questions regarding payments or billing, please contact AR@oaklandcc.edu or 248.341.2263.

High School Sponsored (Dual Enrollment – Public School)
District Authorizes Payment for OCC Course (Yes or No)
Authorized Courses for Third-Party Payments

State Sponsored (Dual Enrollment – Non-Public School)

1. _____
2. _____
3. _____
4. _____

Yes	No
Yes	No
Yes	No
Yes	No

NAME OF SCHOOL OFFICIAL

PHONE NUMBER (WITH AREA CODE)

SIGNATURE

TITLE

SCHOOL NAME

DATE

DISTRICT NAME

Oakland ACE

Oakland Technical Early College