

[date]
 [District Name]
 [Principal's Name]
 [School Name]
 [Address]
 [City, State, Zip]

[Student Name]

Congratulations on enrolling in our [school name] dual enrollment program. This letter outlines the student's and district's responsibilities for this program. You will need to present this to the college or university in which you are enrolling under this program. The table below outlines the course(s) the district has agreed to pay for per [Section 388.514 of the Postsecondary Enrollment Options Act](#).

You are participating in dual enrollment at [postsecondary institution] in the following courses.

College Course Name	# of credits	High school credit issued for: (If you have opted out of high school credit, none will be listed.)	# of credits
District tuition responsibility	\$		
Other district eligible charges	\$	Eligible charges that can be paid are as follows: tuition, mandatory course fees, material fees, registration fees, textbooks and late fees charged by the postsecondary institution for late district payment. Textbooks paid for by the district are considered the property of the district and are listed below.	
Total	\$		

By signing this letter, you agree:

- that you are responsible for payment of the remainder of the costs associated with the class(es) listed above that exceed the minimum amount the school district is required to pay.
- that you are responsible for any late fees, transportation, parking cost and any other costs incurred that are not outlined in this letter.
- to reimburse the district's cost if you are unsuccessful in the courses listed.
- to release attendance and transcript records to the district as required.

This letter acts as the district's verification of your eligibility for dual enrollment.

[Principal's Name]	Date	[Student's Name]	[Date]