



Waterford School District

Kurzman Administration Services
Crary Campus
501 N. Cass Lake Road
Waterford, Michigan 48328

Steve Wolf, Assistant Superintendent
6-Post Secondary Instruction
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2025-2026 DUAL ENROLLMENT FOR THE WATERFORD SCHOOL DISTRICT

VERIFICATION OF ELIGIBILITY FOR DUAL ENROLLMENT - PAGE 1 of 2:

This Form Must be Completed in addition to any College/University Digital Applications

This letter is to verify that _____, Grade _____, meets the conditions outlined in Public Act 160, Section 21b, Postsecondary Enrollment Options Act, and Public Act 258 and is eligible for postsecondary enrollment based on the following criteria:

The student must:

- Be in grades 9 through 12 and be enrolled in at least one (1) high school course in the Waterford School District.
- To receive tuition reimbursement, the number of high school classes and postsecondary classes cannot exceed a total of seven (classes).
- Take Postsecondary courses during the academic school year.
- Meet State of Michigan eligibility requirements.
- Not enroll in college courses such as a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- Understand they cannot take a replacement course at the high school if they withdraw from the college course.
- Understand credit for the course taken during the semester is .5 high school credit.
- Provide their own transportation to and from the postsecondary school.
- Reimburse the Waterford School District for all costs if the course is failed or dropped after the official withdrawal period.

It is understood that your institution will send a written notice to our district and to the student indicating the course or courses and hours of enrollment. Your notice to the student will also include the amount of the tuition, materials, fees, books, and any other related charges. It is also understood that following the drop/add period, you will submit a bill to our district detailing the tuition and fees for this student.

School districts are required to pay an amount equal to the prorated percentage of the statewide pupil weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. The student is responsible for charges above and beyond the prorated amount. *Eligible charges do not include transportation or parking costs or activity fees.*

The above named student may enroll in _____ courses at your institution. The student, parent, the counselor or principal, and district representative have agreed the student may enroll in the following classes:

1. _____ course code _____ ☐ high school credit ☐ college credit
 2. _____ course code _____ ☐ high school credit ☐ college credit
 3. _____ course code _____ ☐ high school credit ☐ college credit
- ☐

REIMBURSEMENT WILL ONLY BE GIVEN FOR COURSES LISTED ABOVE

The student is responsible for making arrangements with the Waterford School District to receive credit towards graduation.

VERIFICATION OF ELIGIBILITY FOR DUAL ENROLLMENT - PAGE 2 of 2

All financial concerns should be directed to the Waterford School District, Attn: Instructional Services, 501 N. Cass Lake Road, Waterford, Michigan, 48328, phone number (248) 706-4866.

State of Michigan Code of 1976, as amended by 1993 Public Act 335, Section 1150 states that:

Any student not meeting the above standards may receive dual credit for course work at a community college or public university with no reimbursement of cost.

Student Intent Signature	(circle school – Kettering/Mott)	Date
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Parent Agreement Signature		Date
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Counselor/Principal Approval Signature		Date
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Director of Curriculum, Instruction and Assessment Signature		Date
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Note dates of submission to meet college/university deadlines:

Fall: due to K12 Office by end of first week of August Winter: due to K12 Office by end of first week of December