



Liberty Tree Academy Concurrent Enrollment Agreement

Student Name: _____

Parent/Guardian Name: _____

College: **PPCC** Date: _____

Qualifying Accuplacer Scores: Arithmetic ____ QAS ____ AAF ____ WR ____ COF App Date: _____

1. We understand this is a legal contract between the student listed above, that student's parents/guardians and Liberty Tree Academy (LTA) as it applies to college courses taken through LTA during **any current or future semester**. This agreement will be kept on file and is applicable for the entirety of students' enrolment at LTA.
2. We understand enrolling in college courses through LTA is a privilege that requires **every student to take personal responsibility** for following all LTA and college institution related communications, instructions and completing required tasks by specified deadlines.
3. We understand students are **required to exhaust all on-campus courses that meet subject area requirements for both HS and identified degree goals** prior to approval for off-campus coursework.
4. We understand that students must have a minimum total GPA of 3.5 at LTA to participate in concurrent enrollment.
5. We understand that the student must take and pass the Math and English Accuplacer exam at Pikes Peak, and that the student/parents need to set this exam up as it is appointment based
<https://www.ppcc.edu/admissions/testing-center/placement-testing/index.php>
6. We agree to complete the **Free Application for Federal Student Aid (FAFSA)**
<https://studentaid.gov/h/apply-for-aid/fafsa>
7. We agree to apply for COF <https://cof.college-assist.org> prior to approval by the College Career Advisor or registering for college courses **Without this, student/parents will be responsible for said tuition fees for the registered class/es.**
8. We agree to **Complete the PPCC Admissions Application** o <https://www.ppcc.edu/apply> Create an account and then complete the application for your intended term. Student ID number (S#) will be emailed within 24-48 hours and will need to be remembered for every time student needs to log in to their account.
9. We agree to **Attend a Concurrent Enrollment Orientation at PPCC**. Orientation schedule can be found at <https://www.ppcc.edu/high-school-programs>
10. We agree to the behavior expectations that are as follows: If student receives more than 3 detentions or 1 ISS/OSS in a semester they will be put on probation for the following semester and not be allowed to participate in concurrent enrollment that following semester.
11. We agree that before dropping or adding a class or changing the course schedule in any way, the **student will notify the College Career Advisor at LTA**. If the student elects to drop a course, this must be completed within the timeframe set forth by the institution. **Changes made to the student schedule must not alter the student's part-time status at PPCC.**
12. We agree to actively engage in the development of the **Individual Career & Academic Plan (ICAP)** by attending these appointments **every** semester that concurrent enrollment is happening or once during LTA's school calendar year.

13. We agree to **thoroughly read** all LTA and applicable college partner communication via designated student email to maintain current knowledge of school events, deadlines and resources as LTA does not provide this.
14. We agree to submit a completed **PPCC (Pikes Peak Community College) Payment Agreement** to LTA Business Department Manager for each semester of college courses that are taken so that LTA can distribute the voucher funds for the courses in which the student is enrolled in a timely manner. We understand if an agreement is not signed by the student, parent/guardian, and an LTA College Career Advisor, **the student will be financially responsible for the course tuition cost.**
15. We understand LTA advisor does **not** have access to any college student portals and cannot verify off-campus student schedules. It is the student's responsibility to check their college student portal.
16. We understand that college courses taken should align with LTA's mission and that **unapproved courses are the financial responsibility of the student.**
17. We agree to provide proof of registration for off campus courses by submitting a **detailed student schedule with drop/withdraw dates**, to ensure course authorization.
18. We understand attendance policies for college courses may differ from high school and agree **not** to take extended vacations outside of LTA's normally scheduled school breaks.
19. We understand taking all **state mandated assessments** is required by the Colorado Department of Education. It is the students' responsibility to confirm testing dates and make appropriate arrangements with college instructors, notifying them of absences during high school state mandated exams.
20. We understand **part-time** students receive \$2100.00 annually for tuition, fees and possibly textbooks. *(PT funding amounts per grade level currently under review & subject to change) All part-time students must take at least 3 but no more than 6 college credit hours or 2-3 college prep courses. **Credits cannot be split** (3 credit hours + 3 credit hours = 6 towards voucher, 3 credit hours + 4 credit hours = 4 credit hours towards voucher and 3 out of pocket). **If the designated voucher allowance is exceeded, the student/parent or guardian is financially responsible for the balance.**
21. We understand the student will be billed directly by LTA at the end of the school year if he/she exceeds the voucher allowance per the designated grade level. This payment is expected within 30 days of receipt of the said bill.
22. We understand the student **must earn a grade of a C (70%)** or higher in each college course taken. Failing to do so will put the student on probationary status at LTA and possibly at the institution in which the college course is being taken. The student/parent or guardian **will be required** to pay back the full cost of the failed course.
23. We understand repayment amount for failed or withdrawn college courses is based on the amounts billed to LTA by the college partner and not upon by LTA. Amounts may be higher and subject to change.
24. We understand students with temporary or long-term disabilities have equitable access to college classrooms and testing accommodations through appointment with the designated college partners' Accessibility Services department. <https://www.ppcc.edu/accessibility-services>
25. We understand **withdrawing** from a course after the drop date will be treated the same way as a failing grade. The student/parent or guardian will be financially responsible for any course dropped after the established institutional drop date. If payment for a failed or withdrawn class taken in the fall semester is received by the first day of LTA Spring semester, that tuition amount will be reimbursed in full to the student voucher. * Note: If significant, documented medical circumstances present, tuition appeal guidelines are available through <https://www.ppcc.edu/appeal>
26. We understand the student must have an active payment plan on file with the LTA Business Manager with the intent to have a zero balance no later than the semester following the failed or withdrawn course.

27. **Text book fees are paid upfront by the student and may be reimbursed if COF funds remain at the end of the semester.** We understand it is the student's responsibility to identify and acquire the required textbooks when taking off campus college courses and agree to follow the LTA textbook and reimbursement procedures. If the student has questions regarding textbook acquisition/reimbursement, he/she will contact the LTA Business Manager.
28. *If this agreement is amended at any time in the future students and families will be asked to read & sign the updated version.
- **BY SIGNING BELOW, WE AGREE TO ALL THE ABOVE-STATED TERMS AND CONDITIONS**

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

College Career Advisor Signature: _____ Date: _____

The following teacher agrees with the student's ability to participate successfully in concurrent enrollment and exemplifies the virtues of LTA.

Teacher Signature: _____ Date: _____