



## TECHNICAL COLLEGE OF THE LOWCOUNTRY

### **PROCEDURE: Dual Enrollment Student Aid Number: 4.3.1.3**

Responsibility: Student Affairs (Financial Aid)  
Last Updated: November 1, 2023  
Related Policy: 4.3.1 – Student Financial Aid

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President

#### **Purpose:**

The purpose of this procedure is to detail the dual enrollment process at the Technical College of the Lowcountry (TCL).

#### **Procedure:**

Dual enrollment refers to the opportunity for qualified high school students to enroll in Technical College of the Lowcountry courses while concurrently enrolled in high school.

#### **Eligibility**

To be eligible the student must:

1. The student must be enrolled in a public, private or charter school Beaufort, Colleton, Hampton, or Jasper counties. Homeschooled students must belong to an accredited homeschool association.
2. The student must have a 3.0 GPA and completed grades of B or above in English 1 and Algebra 2. If participating in the Career & Technical Education track, the student must hold a 2.5 GPA.
3. The student must have written approval to participate in the TCL Dual Enrollment program by the school guidance counselor, principal, and the parent/guardian. Homeschooled/online charter students must have written approval of the governing organization.
4. The student must have completed and submitted all required enrollment and financial aid forms.

#### **Student Enrollment/Financial Aid Process**

1. By the end of March for fall enrollment and by mid-November each year, high school students will be identified by the high school counselor and assessed for eligibility to participate in the Dual Enrollment program. Homeschool students must be assessed for eligibility by the Dual Enrollment Coordinator prior to the start of their first academic semester.
2. Eligible students will complete an online Dual Enrollment Student Admissions application, a Dual Enrollment Agreement & FAFSA Waiver, and a residency verification form and submit all documents to the high school counselor by the end of the intended registration period.
3. No student will be allowed to participate in the Dual Enrollment Program without having met the eligibility and application requirements, unless they meet the following criteria:
  - a. The student is recommended by the school counselor despite not meeting one of the eligibility requirements.
  - b. The student completes the ACCUPLACER exam and earns passing scores in all sections, OR
  - c. The student provides a letter of recommendation from a current or former teacher.
4. A TCL Dual Enrollment staff member will collect the Dual Enrollment Agreement & FAFSA Waiver, residency verification form, and the student's unofficial high school transcript from the high school counselor. The staff member will ensure that all application information is complete, then enroll the student in the chosen courses before August 1. For spring enrollment, newly interested high school students must have their application and documentation submitted by the December 1 each year. If the student's school/district enforces earlier deadlines than those held by TCL, then the student must adhere to the school/district's deadlines.
5. Students will register for Dual Enrollment courses on the high school campus by attending a TCL Dual Enrollment Registration event. If students are unable to attend their school's event, they must register for courses by submitting their choices to their school counselor. The counselor will send all choices to TCL's Dual Enrollment Coordinator for processing.
6. The TCL Dual Enrollment Coordinator will verify student aid awards with the Financial Aid Director or designee.
7. The Business Office at the beginning of each fiscal year will apply an established fund amount to the data system for institutional fee waivers. The Financial Aid Office will calculate and apply all applicable student aid and institutional fee waiver amounts to the student's account.

### **Schedule Changes**

1. Students must adhere to the dates specified for the College's registration, add/drop, withdrawal and/or refund periods.
2. Students wanting to drop a course or withdraw from the College must submit written authorization from the high school counselor. Homeschool students must submit written authorization from the parent/guardian.

**Fees**

1. Students who participate in the Dual Enrollment program at TCL are not eligible for such Federal Financial Aid as Pell grants or student loans.
2. Payment of the current rate of tuition and fees per credit hour, textbooks and materials will be the responsibility of the student unless otherwise negotiated between the College and the local school district.
3. The student is responsible for all fees incurred as a result of a schedule change.