

Post-Secondary Early College Participation Agreement Form FY23 Preview

The Agency of Education and Vermont's approved post-secondary partners continue their collaboration to create a system in which Vermont seniors can complete their final year of high school at a college or university, tuition free. This program enables students to complete one year of college, while also meeting the requirements for high school graduation.

For each 12th grade Vermont student enrolled, the Secretary of Education shall pay an amount equal to 87 percent of the base education amount, but not more than tuition charged by the institution, to an early college program that is approved for operation by the Secretary. This amount is intended to cover tuition for both semesters, not each.

Upon submitting this completed form, The **Post-Secondary Academic Officer** will be sent a link to sign a document using **DocuSign**, our official e-signature tool. Signature indicate understanding of and assurance that the Vermont Early College Program Participation Agreement responsibilities will be met.

We encourage the signees to share these program responsibilities and assurances with their Early College program coordinators. Any questions about this program should be directed to: aoe.earlycollege@vermont.gov

FY22 Dual Enrollment & Early College Rate Info

Early College Program Provider Responsibilities:

The following section pertains to the responsibilities post-secondary institutions are expected to fulfill as partner in the Vermont Early College Program.

Under the Flexible Pathways Initiative, the State has encouraged and supported school districts in offering high-quality educational experiences. Two such experiences, Dual Enrollment and Early College, allow school districts to offer post-secondary experiences to students to meet graduation requirements. The Early College Program, 76 VS.A. § 946, allows seniors who enroll to take a full year of college-level courses tuition free. Student readiness for and participation in college coursework must be determined by their principal and/or their designee and documented in the student's Personalized Learning Plan.

Contact Information:

If you have questions about this document or would like additional information please contact:

Ryan Parkman, Ryan.Parkman@vermont.gov

* Required

1. Partnering postsecondary institutions must be a NECHE (formerly NEASC) accredited school or a school accredited by another regional accrediting agency recognized by the US DoE.
 - Agree
 - Do Not Agree
2. The post-secondary institution shall submit to the Legislature and to the Early College Coordinator at the Agency of Education a copy of the Early College report due in January as required by statute, 16 V.S.A. § 947.
 - Agree
 - Do Not Agree
3. Courses administered through an Early College Program shall be included in the course catalog of the post-secondary institution and shall not differ in designation, description or credits.
 - Agree
 - Do Not Agree
4. Post-secondary institution instructors serving Early College Program students must be approved by the respective post-secondary academic department and shall meet the same requirements for teaching the courses as other college faculty.
 - Agree
 - Do Not Agree
5. The post-secondary institution will ensure that Early College Program students meet all relevant course prerequisites.
 - Agree
 - Do Not Agree
6. Early College Program students will be enrolled as full-time students for one academic year in the post-secondary institution receiving payment and students' experiences shall be recorded on an official post-secondary institution transcript.
 - Agree
 - Do Not Agree

7. Early College Program students will be held to the same full-time enrollment status requirements as other matriculated students at the post-secondary institution.
 - Agree
 - Do Not Agree

8. The post-secondary institution will ensure that any credits earned through Dual Enrollment or Early College programs at another participating institution will be accepted.
 - Agree
 - Do Not Agree

9. A post-secondary institution shall not accept a student into an Early College Program unless enrollment in an Early College Program was an element of the student's Personalized Learning Plan and the principal of the high school has approved that the student is academically ready for the Early College Program.
 - *Eligible Vermont high schools must have a current Participation Agreement on file with the Agency of Education.*
 - *Home Study students need to be verified through the Vermont Agency of Education, regarding enrollment status, completed EOY assessments, and inclusion of Early College intentions in their MCOS.*
 - Agree

10. The post-secondary institution will provide Early College Program students with a comprehensive publication that outlines student rights and responsibilities.
 - Agree
 - Do Not Agree

11. The post-secondary institution will provide Early College Program students with an orientation to available student support services.
 - Agree
 - Do Not Agree

12. The post-secondary institution will ensure that Early College Program students are held to the same standards and grading policies as those expected of other students.
 - Agree
 - Do Not Agree

13. The post-secondary institution shall ensure that all published materials and resources related to the Early College Program are in accordance with statutory and policy requirements.
 - Agree
 - Do Not Agree
14. The post-secondary institution shall work with every student to sign FERPA waivers so that the post-secondary institution can share student information with the sending high school.
 - Agree
 - Do Not Agree
15. Post-secondary institutions shall work with high schools to ensure that the Early College Program will also meet the requirements for high school graduation.
 - Agree
 - Do Not Agree
16. The post-secondary institution will be responsible for contacting the high school about dropping/adding courses as these changes may impact issuance of the high school diploma.
 - Agree
 - Do Not Agree
17. The post-secondary institution will send high schools a list of enrolled courses for students after the drop/add period.
 - Agree
 - Do Not Agree
18. In the event that a student does not successfully complete the Early College Program, the post-secondary institution, in conjunction with the sending high school, shall make every reasonable effort to facilitate the student's re- engagement in the Personalized Learning Plan process in order to determine the most effective pathway to graduation.
 - Agree
 - Do Not Agree

19. If a student drops below full-time status for any unforeseen circumstance, the Early College Request for Exception Form must be provided to the AOE for review and approval if the student is seeking to continue on a part-time basis. The secondary and/or post-secondary institution will need to complete the request form.

- Agree
- Do Not Agree

20. The post-secondary institution shall comply with Vermont Agency of Education finance procedures for the purpose of effecting payment.

- Agree
- Do Not Agree

21. The post-secondary institution will meet the following deadlines for invoicing: November 15, 2022 and April 15, 2023 by the close of business day (if the 15th falls on a weekend, it should be submitted the last business day before the 15th). Invoices received after the close of business day will not be reimbursed from the AOE and any costs incurred will be covered by the institution (not the student or parent/guardian).

- Agree
- Do Not Agree

22. The post-secondary institution shall complete the EC Enrollment and Snapshot Data spreadsheet that includes the items listed below:

- Student Last name
- First name
- MI
- Gen code
- DOB
- Gender
- Town of residence
- Town code
- High School
- PS Code
- Assigned Semester for enrolled students (e.g., 1 or 2)
- Full time number of credits per semester

- Agree
- Do Not Agree

23. The post-secondary institution will upload the EC Enrollment and Snapshot Data spreadsheet per fall and spring semesters to the AOE SFTP folder within the established invoicing timeline (November 15, 2022 and April 15, 2023).

- Agree
- Do Not Agree

24. The post-secondary institution will accept as full payment for tuition set forth, which is reimbursed at 87% of the base education amount, which is \$9,785 for FY23. This amount covers tuition for both semesters, not each. All participating postsecondary institutions will be reimbursed at that rate with the exception of CCV. The CCV tuition rate cannot exceed but may be less than \$9,785.

- Agree
- Do Not Agree

25. Institution of Higher Education Name*

- Castleton University
- Community College of Vermont
- Goddard College
- NVU - Johnson
- NVU - Lyndon
- Norwich University

26. Early College Contact Information:

Name (last, first)

27. Early College Contact Information:

Email Address

28. Early College Contact Information:

Phone Number

29. Registrar Information:

Name (last, first)

30. Registrar Information:

Email Address

31. Registrar Information:

Phone Number

32. Budget Officer Information:

Name (last, first)

33. Budget Officer Information:

Email Address

34. Budget Officer Information:

Phone Number

35. Post-Secondary Academic Officer:

Please enter the name, email address, and phone number for the Post- Secondary Academic Officer. Upon submitting this completed form, the Officer will be sent a link to sign a document using **DocuSign**, our official e- signature tool. Signatures indicate understanding of and assurance that the Early College Program Participation Agreement responsibilities will be met.

Name (last, first)

36. Post-Secondary Academic Officer:

Email Address

37. Post-Secondary Academic Officer:

Phone Number

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

