



**APPROVAL FOR HIGH SCHOOL CONCURRENT ENROLLMENT**

Please ensure an online application has been completed, and official transcripts and test scores have been submitted. A new approval form is required for each semester of concurrent enrollment.

**This area must be completed and signed by high school officials.**

Name: \_\_\_\_\_ OCCC Student ID or DOB: \_\_\_\_\_

Current High School: \_\_\_\_\_ Expected Graduation Year or Date: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

*Only early college students are eligible to enroll in concurrent as a freshman or sophomore.*

*To learn if your school has one of these programs, please discuss with your high school counselor.*

Classification: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Enrolling Concurrently for: [ ] Fall [ ] Spring [ ] Summer 20\_\_\_\_

**How many classes will the student take at the high school this semester? \_\_\_\_\_**

Concurrently-enrolled students must not exceed a full-time college workload of 19 semester credit hours for Fall or Spring, or nine semester credit hours for Summer. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

**I have examined the academic records of this student and certify that they are eligible to satisfy high school graduation requirements (including curricular requirements for college admission) no later than Spring of the student's Senior year.**

**Signature of Counselor or Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This area is the responsibility of the student and must be signed and dated by the concurrent enrollment applicant and by a parent or legal guardian.**

- I meet all of the requirements for concurrent enrollment as listed at: [occc.edu/admissions/ConcurrentEnrollment.html](http://occc.edu/admissions/ConcurrentEnrollment.html)
- I understand I am responsible for checking my OCCC student email as the official form of communications from the college.
- I understand that in order to continue enrollment as a high school concurrent student, I must maintain a minimum 2.0 GPA.
- I understand that I have 78 hours of waiver for my Junior and Senior years. Junior year begins the summer after the completion of Sophomore year, and Senior year begins the summer after the completion of Junior year.
- I understand that I am responsible for all fees associated with my enrollment and any tuition costs which exceed the 78 maximum credit hours of waiver available per academic year.
- I have read and understand the provisions set forth by my high school and OCCC for my concurrent enrollment. I give OCCC permission to release my test scores, grades, attendance information and OCCC transcripts to my high school for the duration of my concurrent enrollment.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and understand the provisions set forth by the high school and OCCC for my child's concurrent enrollment.

**Signature of parent or legal guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For office use only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Student ID: \_\_\_\_\_ Semester/Hours: \_\_\_\_\_

# K-12 Student Financial Responsibility Agreement

By registering for courses at Oklahoma City Community College (“OCCC”), the undersigned accept the conditions of the Financial Responsibility Agreement (“Agreement”). The undersigned agrees to accept full financial responsibility for the payment of tuition, fees, and any other costs assessed, based upon the student’s registration to attend classes at OCCC and as outlined in this agreement. The undersigned understands and agrees that tuition and fees will be added to an account with OCCC, which is automatically established by registering for classes (“Student Account”). The undersigned understands that, before classes begin, the undersigned parent and/or legal guardian of a student need to ensure that other means for payment such as scholarships, Veteran Education Benefits, or personal funds have been identified. **\*High school students who are sponsored by their respective high school will only be responsible for tuition and fees not paid for by their school. I understand it is my responsibility to confirm high school sponsorship, if applicable, with my high school administration.**

**USE OF ACCOUNT:** The undersigned authorizes OCCC to add to the Student Account all tuition, fees, or other associated charges incurred by the student as a result of registering to attend OCCC. Other associated fees include, but are not limited to, any financial aid funds returned to the student bookstore charges, finance charges, late charges, returned check charges and collection charges.

**OBLIGATION TO PAY:** Registration to attend classes at OCCC constitutes a financial obligation between OCCC and the undersigned. In accordance with OCCC policy listed at [www.occc.edu/bursar](http://www.occc.edu/bursar), the undersigned acknowledge that any tuition, fees, and fines that are not paid in full by the payment due date, any funds erroneously disbursed to the undersigned or the student, any financial aid return of funds, and any other financial obligations to OCCC will automatically be considered past due and will incur applicable late charges as listed at [www.occc.edu/bursar](http://www.occc.edu/bursar). The undersigned acknowledges that they have read and understand the payment plan and the corresponding payment due dates. The undersigned is responsible for viewing statements online through the Student Portal. If a payment plan, with scheduled automatic payments, is not set up by the established deadline, a \$25.00 payment plan enrollment fee will be assessed to the student’s Student Account. If the minimum amount due for any payment plan payment is not paid, a \$20.00 late charge will be assessed through the student’s Student Account. If a paper check or an e-check (ACH) payment is returned by the bank, there will be a

\$25.00 returned item charge. The undersigned understands that any time the Student Account is considered past due, a Financial Hold (“Hold”) will be put on the student’s account. A Hold on the student’s account will prevent the student from being able to register for additional classes and prevent the student from obtaining an official transcript or a diploma. A partial payment does not remove a Hold, the Student Account must be made current in order for a Hold to be removed.

**WITHDRAWAL:** The undersigned understands it is their responsibility to know OCCC’s deadlines and policies

(<https://www.occc.edu/registration/add-drop-dates/>) for dropping/withdrawing from classes and that if the student does not withdraw by the deadline, the undersigned will be responsible for the full amount of tuition and fees owed or if marked as Never Attend, the Never Attend Fee will be added to the student’s Student Account. Failure to receive Financial Aid, Veterans Education Benefits, or high school sponsorship does not withdraw a student from classes or relieve a student from paying for tuition and fees.

**COMMUNICATIONS:** The undersigned understands that OCCC communicates all Student Account information via electronic services using the online secure Student Portal and that OCCC may send the student important notices via the student’s OCCC-issued email account. The undersigned agree that it is their responsibility to review the Student Account status and the OCCC-issued email account regularly. Failure to do so does not absolve the undersigned from the student’s financial obligations, late charges, or Holds on the student’s account. The undersigned further understands that it is the undersigned’s responsibility to notify OCCC of any changes to the student’s mailing address or phone number.

**COLLECTIONS:** The undersigned understand that OCCC participates in the State of Oklahoma’s Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Program allows a state agency to intercept a debtor’s state income tax refund and apply it to their indebtedness, which may result in collection of debt many years in the future. The undersigned understands and accepts that if there is an unpaid balance at OCCC at the end of a semester, including checked out equipment and materials, the account may be referred to the Oklahoma’s Warrant Intercept Program.

**IRS FORM 1098-T:** The undersigned agree to comply with Federal law and to furnish OCCC with the undersigned’s Social Security Number (SSN) (or if not eligible to obtain an SSN, will obtain from the Internal Revenue Service [IRS] a taxpayer identification number [TIN] to provide) for OCCC to meet the annual requirement of furnishing a Form 1098-T, Tuition Statement. Non-resident aliens that do not have income that is subject to tax are not required to supply this information. If the undersigned fails to provide an SSN or TIN to OCCC, the undersigned agrees to pay any and all IRS fines assessed as a result of the missing SSN/TIN. The undersigned further understand that the IRS Tax form 1098-T will be available electronically on the Student Portal and notification for the document will be sent to the student’s OCCC issued email account. If the undersigned wishes to opt-out of electronic delivery of the 1098-T tax form, that must be done electronically through the student’s Student Portal.

Undersigned Student name (please print): \_\_\_\_\_

Undersigned Student signature: \_\_\_\_\_

*I have read and understand the provisions set forth by OCCC for my child’s financial responsibility.*

Undersigned Parent and/or Guardian name (please print): \_\_\_\_\_

Undersigned Parent and/or Legal Guardian signature: \_\_\_\_\_

OCCC Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Semester Enrolled (Select One)	<input type="checkbox"/> Fall
	<input type="checkbox"/> Spring
Year: _____	<input type="checkbox"/> Summer