Deadline: Jan 11, 2018

Clear Form

OZARKS TECHNICAL COMMUNITY COLLEGE

Dual Credit Class Registration and Parent Consent Form

STOP: Please complete the online OTC application *before* typing in your information below, printing for signatures and submitting this form.

Legal Last Name	Legal First Name	Middle Initial	Birthdate
Social Security Number or OTC ID		Name of High School	Graduation Date (MM/YY)
Student Email Address		Parent Email Address	

REGISTRATION

Semester and year of registration: ☐ Spring ☐ Fall Year: _____

Add/ Drop	Seated/ Online	Class Code	Class Number	High School Class Code (Seated Only)	Class Title	Credit Hours

FERPA Disclosure

I hereby authorize and consent to the disclosure of educational records between OTC and the High School District as well as with the individual(s) identified below. This includes any information contained in my educational, academic, and student financial records held by OTC. This includes but is not limited to grades, registration, academic standing, payment information, and collections. Verbal access only will be granted to the following individual(s) once appropriate identification has been verified. Written, printed or photocopied materials will not be provided. This release does not cover Counseling Services, Disciplinary, Behavioral Intervention Team or Disability Support records.

Student Name_____/_____Date_____
Print Sign

Parent/Legal Guardian Consent

I have reviewed the information and hereby grant permission for my child (student) to enroll in the OTC Dual Credit program.
I understand:

- Expectations of student behavior and performance are held to a higher standard than in high school settings.
- Class subject matter(s) are more complex and mature in nature than high school class content.
- OTC is accredited and has transfer agreements with other colleges. Students are responsible for consulting with other college institutions about transfer policies.
- Any billing not covered by the High School District is the student's and parent/legal guardian's responsibility.
- Payments are processed through student's online QuikPay accounts. *OTC does not mail tuition bills.*
- Payment must be made in full before the published deadline. All delinquent account balances will be assessed late fees and collection charges, and will be reported to collection agencies as well as the Missouri Department of Revenue.
- If students are withdrawn from class(es) before classes begin, full refunds are processed for paid amounts only. If students withdraw after classes begin, no refunds are provided.
- To withdraw from all classes, students must complete the Student Services *Official Withdrawal from All College Classes* form.
- Additional information is available http://academics.otc.edu/dualcredit/

Parent/Guardian Name_____/_____Date_____
Print Sign

Processed by and date

Please scan and email registration form to dualcredit@otc.edu