

Dual Enrollment

Student Checklist

PLEASE SUBMIT TO
ADMISSIONS DEPARTMENT

STUDENT ELIGIBILITY

- Student minimum cumulative 2.5 GPA (based on 4.0 scale)
- Standardized testing scores show readiness for college-level work
- Desired Davenport courses must be unavailable at the high school
- Student's schedule must have appropriate time slots available on a weekly basis for course meetings

DAVENPORT REGISTRATION PROCESS

- Online admissions application at davenport.edu/apply
- Send Dual Enrollment documents to admissions
Fax: 616-554-5214 or hsadmissions@davenport.edu

Dual enrollment agreement

Dual enrollment billing authorization

Student's official transcript submitted to Davenport

PAYMENT PROCESS

Pay tuition bill:

- *If the high school is responsible for the entire tuition bill, the high school will be billed directly from Davenport's Accounts Receivable Department.*
- *If the high school agrees to pay for a portion of the tuition bill, the high school will be billed for the appropriate amount and the student will be responsible to complete the rest of the payment on the Student Connection.*
- *If the student is responsible for the entire tuition payment, he or she must complete the tuition payment process or set up a payment plan through the Student Connection.*

Purchase books:

- *On-campus class, purchase books in the campus bookstore*
- *Online class, purchase books by clicking on "Online Bookstore" in your Student Connection page or go to davenport.textbookx.com*

Drop/Withdrawal:

- *If a student wishes to drop/withdraw from a course, there may be charges due (based on withdrawal calendar)*



2017 - 2018

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Billing Authorization

PLEASE SUBMIT TO
ADMISSIONS REPRESENTATIVE

STUDENT INFORMATION

Date _____ Social Security# _____ Phone(____) _____

Name _____
First Middle Last

Address _____

City _____ State _____ ZIP _____

DOB _____ Email _____

Name of High School _____ Grad Year _____
(Must be 2.5 or higher)

ACT /SAT Score _____ Cumulative GPA _____
Please attach official transcript

Course #	Term	Location	Title	Credit Hours	Time	Days	Dates

Student will be placed in requested courses based on availability.

SCHOOL PAYMENT AUTHORIZATION

Yes No **If no, student is responsible for all costs and following portion does not need to be completed.**

Dual enrollment tuition rate = \$140 per credit hour
Registration & technology fee = \$295 per semester

Our school district agrees to pay for:

TOTAL TUITION AND FEES Up to (if required): \$ _____

PLEASE NOTE: Remaining balance is the responsibility of the student.

HS Counselor/Official Signature _____ Date _____

Job Title _____

BILLING SHOULD BE DIRECTED TO

Name of School District _____ School _____

Name of Person to Receive Bill _____ School Phone (____) _____

Contact Email _____

School Address _____

City _____ State _____ Zip _____

Note: The dual enrollment agreement and the billing authorization forms are required each semester before a student can register. High school officials should inform students that they will be responsible for dropping classes at Davenport University, should this situation arise.

800-686-1600 | davenport.edu