

Point University

Georgia's Dual
Enrollment Program

Point University

DUAL ENROLLMENT CHECKLIST

Point University Application

Complete and submit the application for admission online at point.edu/apply.

Official Transcripts

Send an official high school transcript, or its equivalent, to Point University. Point will also need any transcripts from any previously attended university, dual credit enrollment program, postsecondary school or credit-by-examination testing (e.g. CLEP or AP).

Personal/Spiritual Reference Form

Reference form must be completed by the student.

Dual Enrollment Participation Form

Send this form to Point University once completed and signed by you, a parent or guardian, and your high school counselor.

Dual Enrollment Online Application Instructions

Funding for the program is provided through Georgia Student Finance Commission. Please follow the instructions for completing the application online at gafutures.org and be mindful of appropriate deadlines. Failure to complete items by communicated deadlines may result in student having to pay for course(s) or be unregistered from course(s).

Test Scores

Official report should be sent to Point University (Point's code for the SAT-I is 5029; for the ACT, the code is 0785).

****Optional for high school juniors and seniors with sufficient GPA (3.0 and H.S. counselors approval).***

Submit all materials to:

Point University
Admission Office
507 West 10th Street
West Point, GA 31833

Point University

Dual Enrollment Information Sheet

Dual Enrollment Program: Dual Enrollment is a program in Georgia that allows high school students to earn college credit while working on their high school diploma. By consolidating the existing programs into a single program, it will be easier for students and parents to navigate and take advantage of the available options to enroll in college courses while still in high school. The new Dual Enrollment program includes provisions to help remove some of the financial barriers that may prevent students from participating in a dual enrollment program (<https://apps.gsfc.org>).

Benefits of Dual Enrollment: There are many advantages of participating in the Dual Enrollment at Point, such as flexibility of schedule; easy transition from high school to college; availability of financial aid for those who qualify; shortened time until graduation; and the opportunity to learn in a Christian environment.

Books: Students who are eligible for the program do not have to pay for books. They will be provided by the post-secondary institution.

Dual Enrollment Funding: To apply for Dual Enrollment funding, students must submit an application to the Georgia Student Finance Commission at www.gafutures.org. All Dual Enrollment students must complete an application via online or by paper (It is important that any student participating in the Dual Enrollment program work with his or her high school counselor when deciding which classes to take, as DE funds can only be used toward approved classes. A course directory is available at www.gacfutures.org for listings of GSFC approved courses.

Application Process: To apply for Dual Enrollment at Point University, submit all of the required documents listed on the application checklist included in this packet. We encourage you to begin and complete the admissions process as soon as possible.

Point University Requirements

GPA: 3.0 SAT: 1050 ACT: 20

All juniors and seniors are only required to have a 3.0 GPA (SAT and ACT test scores are waived).

Learn more about Point's Dual Enrollment program by visiting point.edu or contact:

Felicia Demps
678-593-3110
Felicia.Demps@point.edu

Arlene James
678-593-3106
Arlene.James@point.edu



Georgia Dual Enrollment Participation Form

Student Information

Name: _____

Date of Birth: _____

High School: _____

Phone Number: _____

Email: _____

Please Circle One:

T-Shirt Size: S M L XL 2XL

Student Status: New Student Returning Student

School Type: Home school Private School Public School Online

Fall Course Enrollment Information

Year: 20____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Spring Course Enrollment Information

Year: 20____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Summer Course Enrollment Information

Year: 20____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Course: _____ Location: _____ Days: _____ Time: _____

Parent/Guardian Agreement

I give my son or daughter permission to participate in the Dual Enrollment program at Point University. I believe that it is in the best interest of my son or daughter to participate in the program; therefore, I agree to cooperate fully with my son or daughter, the University, and the high school. I understand that the University is not responsible for any injury my son or daughter incurs from attending or participating in any University-sponsored programs or activities.

Signature of Parent or Legal Guardian

Date

Student Agreement

I give permission to Point University to send my high school an official Point transcript at the end of each semester. Additionally, I give permission to my high school to send an official transcript to Point at the end of each semester.

Signature of Student

Date

High School Agreement

Grade Level: _____ Cum GPA: _____ Projected Graduation Date: _____

I recommend this student to participate in the Dual Enrollment program at Point University. I understand the conditions of admission to the Dual Enrollment program as listed in the University catalog, and I certify that the student is qualified for participation. I also agree to provide Point University with an official high school transcript after each semester and following graduation.

Signature of High School Principal or Guidance Counselor

Date

Send this form to the Admission Office at Point University.

C/O Admission Office
507 West 10th Street
West Point, GA 31833
dualenrollment@point.edu
(706) 385-1000 (Phone)
(706) 645-9473 (Fax)

Please Note: It is important that any student participating in the Dual Enrollment program work with his or her high school counselor when deciding which classes to take, as DE funds can only be used toward approved classes. A course directory is available at gafutures.org for listings of Dual Enrollment approved courses. Students may incur a cost for the course if they choose a course that is not listed as approved on the directory. Additionally, failure to complete appropriate state funding paperwork for the DE program by communicated deadline will result in requirement of payment for course(s), textbooks and applicable fees.



Online Dual Enrollment Book Loan Program

Welcome to Point University's Dual Enrollment Program. It is the responsibility of Point University to provide all Dual Enrollment students with books. In order to effectively serve you we have created a book loan system.

Attached you will find the student agreement for the program. This document needs to be signed and returned to us immediately.

Please adhere to the following instructions:

- Read the enclosed agreement carefully before signing.
- Fill out form in its entirety and sign.
- Once signed please return by email to Felicia.Demps@point.edu.
- Books will not be sent until the Agreement is received at Point.
- Books must be returned within two weeks of the end of classes each semester. If the books are not returned within two weeks you will be charged up to \$75.00 for each book.
- Books must be mailed back to Point (envelopes and postage provided) upon conclusion of the course or withdrawal.

If you should have any questions or need further assistance, please feel free to contact Felicia Demps via email at Felicia.Demps@point.edu or call 678-593-3110.

**Return book(s) to:
Felicia Demps
Point University
800 Commerce Dr.
Peachtree City, Ga, 30269
THANK YOU!**



Point University Dual Enrollment Book Loan Program Student Agreement

The Point University Book Loan Program assists students who are eligible for the dual enrollment program offered through Point University. Point will loan books to students for all classes in which they are enrolled during the semester. The student must sign the Book Loan Agreement before any books are distributed. Upon semester completion, or student withdrawal, any and all books must be returned to the appropriate Point University site or instructor. A student will be charged for any book(s) not returned to Point University by the return deadline.

NAME: _____

SEMESTER _____

PHONE NUMBER: _____

HIGH SCHOOL _____

BOOKS

1.	3.
2.	4.
5.	6.

READ THE FOLLOWING STUDENT BOOK ASSISTANCE PROGRAM GUIDELINES:

1. Student must be enrolled in the Dual Enrollment program at Point University.
2. The loaned book is for the current semester.
3. Books should not be **sold**, or **damaged** (torn or missing pages, writing, and highlighting).
4. Failure to return a book or replace a lost, stolen, or damaged book by the **end of the semester** will result in a charge for the book.
5. DE students can be charged up to \$75.00 per book depending on the cost of the book.
6. Students that withdraw or drop courses during the semester must return the books **immediately**.

I understand the book assistance guidelines and agree to take full responsibility for the Point University books that are in my care.

Student Signature: _____

Date: _____



ONLINE STUDENTS

Point University Dual Enrollment Book Loan Program Student Agreement

The Point University Book Loan Program assists students who are eligible for the dual enrollment program offered through Point University. Point will loan books to students for all classes in which they are enrolled during the semester. The student must sign the Book Loan Agreement before any books are distributed. Upon semester completion, or student withdrawal, any and all books must be returned to the appropriate Point University site or instructor. A student will be charged for any book(s) not returned to Point University by the return deadline.

NAME: _____

SEMESTER : _____

PHONE NUMBER: _____

HIGH SCHOOL: _____

BOOKS

Table with 2 columns and 3 rows for listing books. Columns are numbered 1-2 and 3-4, and rows are numbered 1-3.

READ THE FOLLOWING STUDENT BOOK ASSISTANCE PROGRAM GUIDELINES:

- 1. Student must be enrolled in the Dual Enrollment program at Point University.
2. The loaned book is for the current semester.
3. Books should not be sold, or damaged (torn or missing pages, writing, and highlighting).
4. Failure to return a book or replace a lost, stolen, or damaged book by the end of the semester will result in a charge for the book.
5. You can be charged up to \$75.00 per book depending on the cost of the book.
5. Students that withdraw or drop courses during the semester must return the books immediately.

I understand the book assistance guidelines and agree to take full responsibility for the Point University books that are in my care.

Student Signature: _____

Date: _____



COURSE RELATED FEES

If you are taking any labs, there is a fee of \$75.00. This fee must be paid by the student before the end of the semester.

According to the Georgia Student Finance Commission, course-related fees **will be** paid by the student.

Course Related Fees

“The Eligible Postsecondary Institution can charge the student course related fees or for supplies or require the student to have the required course related items. Course related fees or supply items are considered required for participation in a specific course and all students enrolled in the specific course are required to purchase or pay a fee for such items. Course related fees or supplies may include: lab fees, materials, supplies, tools and equipment. Course related fees or supplies do not include books. Georgia's dual enrollment program **will not** provide for course related fees” (www.gafutures.org, p.7).



DUAL ENROLLMENT FINANCIAL AID ONLINE INSTRUCTIONS

Go to www.GAfutures.org.

Note: These online instructions are for students attending an eligible public or private high school only.

STEP 1 - Student

- Log into gafutures.org
 - If you do not have an account on gafutures.org, you must [Create an Account](#)
 - Last Name, Social Security Number and Date of Birth must be included in your GAfutures profile to access the application.
- Go to the NEWS YOU CAN USE box on the right side and click [**Dual Enrollment Program under the Trending tab.**](#)
- Click [**Application Procedure and Deadline.**](#)
- Click [**Dual Enrollment online Application.**](#)
- Click [**Add New Application**](#) to complete the [**Dual Enrollment Program**](#) Application Form (Last Name, Social Security Number and Date of Birth must be included in your gafutures profile to access the application).
- Click Submit - Step 1 is complete!! Your information will be processed for your counselor to complete their portion.

STEP 2 – Notify Counselor

- Once you have completed your portion of the application, tell your counselor so they can complete their portion of the online application process.

Step 3 - Student

- Once the counselor has submitted their portion of the online application, it will be sent to the financial aid department for processing.

FORGOT YOUR PASSWORD IN GAfutures?

If you forget your password, call the Technical Support line at 1-800-468-6927.

Point

UNIVERSITY

Spiritual and Personal Reference Form

Applicant's Last Name: _____ First Name: _____ Middle Initial: _____
Mailing Address: _____
City: _____ State: _____ ZIP Code: _____
Email Address: _____ Phone Number: _____

How would you describe your spiritual beliefs?

Is your family supportive of your spiritual beliefs? Yes No Please explain:

Is your family supportive of your intention to attend a Christian University? Yes No
Please explain:

Are you engaged in a local church or place of worship? Yes No

In what ways are you engaged in a church or place of worship?

Please list the name and address of the church or place of worship in which you have recently been engaged the most.

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

What does spiritual growth mean to you?

Are you open to personal spiritual growth and development in Jesus Christ? Yes No

What goal(s) do you have for your personal spiritual growth as a student at a Christian University?

I, _____ hereby understand that what a person believes must have an immediate impact on how he/she behaves in every aspect of life, either on or off campus.

Signature: _____ Date: _____

Please list a person whom we may contact who can serve as a reference to your spiritual development, moral character and social development. This person must be a non-family member and must hold a spiritual leadership role in your life.

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Spiritual Leadership Role: _____

Church/Place of Worship/Other: _____

The Dual Enrollment (DE) funding Paper Application should only be completed by Home Study students or students who **do not** have a social security number *only*. All other students must submit an electronic DE funding application. A new application must be completed and submitted each term, i.e. fall, winter, spring or summer, you plan to enroll in college with DE Program.

Part I: To be Completed by Student and Parent/Guardian

(Part II to be completed by a high school official and Part III to be completed by a college official)

*Denotes required fields

Scan and email **completed application** to DualEnrollment@gsfc.org OR mail to: GSFC, 2082 E. Exchange Place, Tucker, GA 30084

*Student _____
Last First Middle

*Student's SSN: _____ OR Student does not have SSN

*Student's Date of Birth: _____

*Home Address: _____
City State Zip Code

*Home Telephone Number: (____) _____

*Email Address: _____

*School Currently Attending in Georgia: Public High School Private High School Home Study Program

*Name of High School/Home Study Program _____

*Name of Postsecondary Institution You Plan to Attend _____

Please read the following certification statement and sign below: CERTIFICATION, AUTHORIZATION AND AGREEMENT

I/we certify that the information reported above and on any other document or writing in connection with this application is true, correct and complete to the best of my/our knowledge. I/we authorize release and exchange of information between the Georgia Student Finance Authority, educational institutions, and educational state agencies, and agree that such information exchanged may include financial, enrollment, academic status, identification, legal residency, and location information necessary to assure proper administration of this program. I/we understand that any willfully false statements made for the purpose of enabling the student to establish eligibility for, or to wrongfully receive, state student aid funds, may be subject to fine or imprisonment, or both, herein may result in prosecution for violation of Georgia Laws 1978, pp. 1249, 1310, which states that false swearing shall be punished by a fine of not more than \$1,000 or imprisonment for not less than one or more than five years or both. I/we also understand that any refund of fees, paid under Part III below, resulting from withdrawal from a postsecondary institution, will be returned to the Georgia Student Finance Authority. Further, I/we authorize the postsecondary institution, named in Part III, to forward a transcript of grades to the high school, named in Part II, for the school term(s) named in Part III.

I agree to allow the postsecondary institution I attend to send my high school or home study program one academic transcript at the end of the term.

*Student's Signature Date

*Print Student's Name

*Parent/Guardian's Signature Date

*Print Parent/Guardian's Name

Part II: To be Completed by the High School/Home Study Program *Denotes required fields

 *Student Name _____ SSN or Verified No SSN _____ *Term/Year _____
 *9th Grade Start Year: _____ (mm/yyyy) *Scheduled to Graduate in _____ (mm/yyyy)
 *During the term of enrollment for this application, the student is enrolled in:
 9th 10th 11th 12th
 Public High School Private High School Home Study Program
 *Name of High School/Home Study Program _____
 *High School ETS-CEEB/Home Study Code _____

Home Study code assigned by GSFC upon receipt of the required DE Participation Agreement. Applications received without a Participation Agreement on file will not be processed until the required Participation Agreement is received and processed.

The student and the parent/guardian have been advised about participation in the DE Program and the pursuit of postsecondary coursework and credit while in high school. It is understood by all that the attempted postsecondary courses/credit will be part of the student’s academic history. The postsecondary course and credit is to be substituted for the following high school courses and part of the high school transcript. Refer to the DE Course Directory found at www.GAfutures.org for approved courses.

*High School Course Number	*High School Course Name

 *Print Name of Certifying Official _____ *Signature of Certifying Official _____ Date _____

 *Telephone Number _____ *Email Address _____

Part III: To be Completed by the Postsecondary Institution *Term/Year _____
 *Postsecondary Institution: _____ Title IV School Code: _____

*Postsecondary Institution Course Number	*Postsecondary Institution Course Name	*Hours	Campus Code

Campus Code (1) Online (2) At High School (3) At Postsecondary Institution (4) Other

 *Print Name of Postsecondary Official _____ *Signature of Postsecondary Official _____ Date _____

 *Telephone Number _____ *Email Address _____

An application is considered complete when Parts I, II, and III are signed by the proper officials; incomplete applications will not be processed.

**2017 – 2018 ACADEMIC YEAR
ANNUAL DUAL ENROLLMENT
HOME STUDY PROGRAM PARTICIPATION AGREEMENT**

_____ Home Study located at _____
Insert Home Study Name

_____, _____, Georgia and the Georgia Student Finance Commission,
Insert Home Study Address

whose address is 2082 East Exchange Place, Tucker, Georgia 30084 (the "GSFC") enter into this agreement to set forth the terms and conditions pursuant to which the Home School shall participate in the Dual Enrollment Program (the "DE Program") pursuant to O.C.G.A. §20- 2-161.3.

WHEREAS, the Home Study is existing under the laws of the State of Georgia operated pursuant to O.C.G.A. § 20-2-690;

WHEREAS, GSFC is a public authority of the State of Georgia responsible for the administration of the DE Program;

WHEREAS, the DE Program provides for participation in Dual Credit Enrollment for Eligible Home Study students. These students earn postsecondary credit hours and simultaneously meet their Home Study completion requirements as Dual Credit Enrollment students; and

WHEREAS, both parties desire that the Home Study participate in the DE Program.

NOW, THEREFORE, in exchange for the mutual covenants and other good and valuable consideration set forth herein, the parties do hereby agree as follows:

1. Term of the Agreement. The term of the Agreement shall begin on July 1, 2017 and terminate on June 30, 2018. This Agreement covers all terms from Summer 2017 through Spring 2018.
2. Capitalized Terms. Capitalized terms in this Agreement shall have the same meaning as set forth in the Dual Enrollment Program Regulations.
3. The Home Study agrees to:
 - a. Participate in the DE Program in accordance with this Agreement, the DE Program Regulations, all applicable federal, state, and local laws, rules and regulations;
 - b. Furnish program information and materials, provided by the Georgia Department of Education, to each eighth (8th) grade student at the time he or she is developing his or her individual graduation plan;

- c. Provide general program information regarding the DE Program to all home study students no later than February 1st of each year;
- d. Provide counseling services to interested students and their parents/guardians before enrolling in the DE Program;
- e. Obtain written consent of a parent or guardian to allow the student to participate in the DE Program;
- f. Agree to accept toward Home Study completion requirements, the postsecondary credit of an eligible DE Program student who successfully completes an approved course at an Eligible Postsecondary Institution;
- g. Record on the student's Home Study transcript each approved course name, grade, and amount of credit hours and course unit credits earned for each course taken as required in the DE Program Regulations;
- h. Annually execute a Dual Enrollment Home Study Program Participation Agreement agreeing to abide by DE financial and program requirements;
- i. Comply with the DE Program Regulations, as amended or modified from time-to-time, and to comply with such instructions as may be issued from time- to- time by GSFC, including instructions contained on administrative forms and procedures, Dear Colleague Letters and School Updates for use in the administration of the DE Program; and
- j. Comply with all applicable federal and State of Georgia privacy and data security laws pertaining to proper access, creation, modification, handling, storage, transfer, transmission, dissemination, sharing or destruction of confidential information, including, but not limited to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), pertaining to the Home Study and the students.

4. GSFC agrees to:

- a. Comply with all applicable federal and State of Georgia privacy and data security laws pertaining to proper access, creation, modification, handling, storage, transfer, transmission, dissemination, sharing or destruction of confidential information, including, but not limited to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), pertaining to the Home Study and the students; and

- b. Notify and instruct the Home Study of any changes to the DE Program through correspondence, such as operational memorandums, email notification, electronic bulletins, Dear Colleague Letters and School Updates.

5. General Terms and Conditions

- a. Termination of Agreement. This Agreement may not be terminated for convenience during the term of the Agreement.
- b. Breach. In the case of a breach of this Agreement by the Home Study, GSFC has the right to terminate the Agreement in writing with a thirty (30) day notice. Should the Agreement be terminated during an academic term, any students participating in the DE Program shall be allowed to complete the academic term pursuant to the terms of this Agreement. Further, any breach of this Agreement by the Home Study may negatively affect the ability of the Home Study to participate in the DE Program in future years.
- c. Assignability. The Home Study shall not assign, subcontract, transfer (whether by assignment or novation) the work, services or any interest in this Agreement without the prior written consent of GSFC thereto.
- d. This Agreement shall be governed by the laws of the State of Georgia.
- e. This Agreement shall not be construed so as to create a partnership or joint venture between the Home Study and the State of Georgia or any of its agencies.
- f. Notices. All notices required under the terms of the Agreement shall be sent as follows:

Secondary Institution:

Home Study Name:
Home Study Address:
Home Study DE Contact Person:
Phone:
Email:

GSFC:

Georgia Student Finance Commission
2082 E. Exchange Place, Suite 200
Tucker, Georgia 30084
Phone: 770.724.9251
Email: sas@gsfc.org

IN WITNESS WHEREOF, the parties hereto have executed and signed this Agreement as of the ____ day of _____, 20____:

By: _____

By: _____

Name:

Shawn Ryan

Principal Name:

President

Title:

Georgia Student Finance Commission

Principal Email:

Signature Instructions: This agreement should be signed by a person with the authority to bind the Home Study Program.

Type of Georgia Home Study Program: Accredited or Unaccredited

Accreditation: _____

DE GSFC assigned Home Study Code (if known): _____

Please submit *all* pages of the Annual Participation Agreement to GSFC as a scanned document or pdf to:

Email: sas@gsfc.org

Note: Upon receipt of the Home Study DE Participation Agreement, GSFC will assign the Home Study Program a DE Code. One DE Participation Agreement for the Home Study Program is acceptable even if multiple children from the program are participating in DE.