

TOPS – Dual Enrollment Participant Form

I understand that I must meet ALL of the following criteria to be considered an eligible recipient of TOPS Dual Enrollment.

- 1) The student must be enrolled full-time (twelve credit hours or more) between the two colleges participating in the dual enrollment program.
 - 2) In order to participate in the dual enrollment program the student must be enrolled in a degree program at the “degree granting school”. The “degree granting school” is defined as the college from which the student will receive his/her degree.
 - 3) The student may only receive dual enrollment credit for classes **that are not offered at the degree granting school** for that particular semester.
 - 4) The student must submit a copy of their class schedule to the TOPS counselor at **BOTH** colleges.
 - 5) The student is responsible for payment of ALL FEES (excluding tuition) upon registration for classes.
 - 6) TUITION only may be deferred by signing a financial aid deferment.
 - 7) If the student chooses to pay his/her entire balance **in full**, BPCC will issue a refund check in the amount of the TOPS Dual enrollment award, **AFTER** BPCC receives payment from TOPS.
- _____ I acknowledge that I have read and understood the guidelines as stated above to participate in the TOPS dual enrollment program.
 - _____ I understand that I **MUST SIGN A FINANCIAL AID DEFERMENT** during registration to protect my classes. I understand that I must pay my fees before I may sign this deferment.
 - _____ I understand that my dual enrollment application may take at least thirty (30) days to process. I also understand that if for **any reason** TOPS does not pay for tuition charges (in part or in full) at Bossier Parish Community College, I am responsible for payment of the tuition.
 - _____ I further understand and certify by my signature below that I am requesting that TOPS pay for the _____ term. I am responsible for payment of all fees and any tuition that is not covered by TOPS after my dual enrollment application has been processed and will make payment of said fees before payment deadline or my classes **WILL BE DROPPED**.

Name (print)

Signature

SS#

Date