

[Date]
 [District Name]
 [Principal's Name]
 [School Name]
 [Address]
 [City, State, Zip]

[Student Name]
[Student UIC Number]

Congratulations on enrolling in our Northwood University dual enrollment program. This letter outlines the student's and district's responsibilities for this program. You will need to present this to the college or university in which you are enrolling under this program. The table below outlines the course(s) the district has agreed to pay for per [Section 388.514 of the Postsecondary Enrollment Options Act](#).

Eligible charges that can be paid are as follows: tuition, mandatory course fees, material fees, registration fees, textbooks, and late fees charged by the postsecondary institution for late district payment. Textbooks paid for by the district are considered the district's property and are listed below.

You are participating in dual enrollment at Northwood University in the following courses:

College Course Name	# Of Credits	High school credit issued for: (None will be listed on your transcripts if you have opted out of high school credit)	# Of Credits

District tuition responsibility	\$
Other district-eligible charges	\$
Total	\$

By signing this letter, you agree:

- that you are responsible for paying the remainder of the costs associated with the class(es) listed above that exceed the minimum amount the school district must pay.
- that you are responsible for any late fees, transportation, parking cost, and any other costs incurred that are not outlined in this letter.
- to reimburse the district's cost if you are unsuccessful in the courses listed.
- to release attendance and transcript records to the district as required.

This letter acts as the district's verification of your eligibility for dual enrollment.

 Principal's Name Date

 Student's Name Date