



**EMILY  
GRIFFITH**  
TECHNICAL COLLEGE

## General Concurrent Enrollment Agreement

To the Student: You have indicated that you are interested in taking a course at Emily Griffith Technical College. If you are a person under 21 years of age who is enrolled in the 9th – 12th grade in a Colorado school district and who demonstrates academic preparedness are eligible for Concurrent Enrollment Programs. To enroll in a course at an eligible postsecondary institution, a student must have completed the minimum course prerequisites and all required assessments. **To be successful you understand that there are attendance requirements for each program. You acknowledge that EGTC programs are of a fast-paced learning environment shared with adult students and your classroom conduct will show that you are a productive member of this setting.**

### SECTION A: To be completed by the Student (PLEASE PRINT & USE BLACK OR BLUE PEN)

STUDENT NAME: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_  
 SASID (10 DIGITS) #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 HOME/CELL PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 GRADUATION YEAR (CIRCLE): 2023 2024 2025 2026 H.S. ATTENDING: \_\_\_\_\_  
 TEST(S) YOU HAVE TAKEN: \_\_\_\_\_  
 NAME OF PARENT/GUARDIAN: \_\_\_\_\_

### SECTION B: To be signed by the Student and the Student’s Parent or Guardian

**Attention Student and Parent or Guardian:** Your signature below indicates that you wish the above-named student to participate in the Concurrent Enrollment Program and that you agree to the following:

1. The student received advice & counsel about participating in the Concurrent Enrollment Program from their high school counselor.
2. The student must meet the same program requirements and course expectations as all other college students in a program, as noted in the current academic year catalog and the course syllabus.
3. The grade received in each course will appear on the student’s official high school and college transcripts.
4. College course credits may transfer in congruence with Colorado Community Colleges or articulation agreements if the student earns a “C” or better in the course.
5. If the student seeks to add, drop or withdraw from a college course, they must meet with their high school counselor and notify the EGTC Concurrent Enrollment Outreach Coordinator (concurrent.enrollment@emilygriffith.edu).
6. If the student withdraws from a course after the drop deadline, EGTC will record the grade given by instructor or a withdrawal on his or her college transcript.
7. If the student receives a grade of “F” or an “Incomplete” or withdraws from a course after drop deadline, the student and the student’s parent or guardian may be required to pay the school district for the tuition it paid EGTC for the course.
8. The student may not enroll in a course under the Concurrent Enrollment Program unless it fits with his or her Individual Career & Academic Plan (ICAP).
9. The student may not enroll in a course under the Concurrent Enrollment Program unless it is approved by your school/district.
10. Completing and signing this form does not guarantee the student will be enrolled into the program. The high school student will have to follow protocol for registering themselves. Registration is on a first come, first serve basis.
11. If registered and enrolled for the program your school/district will pay for the costs of tuition and/or fees only while the student is considered a student of the district. The student may be responsible for additional costs while in the program that the school district does not cover, such as books, supplies and possibly fees. After a student graduates from high school, the student will be responsible for covering the tuition and fees to continue their program.
12. If registered the student understands and has read [the Student Code of Conduct](#) knowing that violating it may result in being removed from the program.

**I understand and will abide by all of the statements in this Section B.**

Student Signature

Date

Parent or Guardian Signature

Date

## ENROLLMENT CHECKLIST

New Students must have the following to enroll as a student in a college class:

- \_\_\_\_\_ Emily Griffith Admissions application
- \_\_\_\_\_ Qualifying assessment scores, if applicable
- \_\_\_\_\_ Agreement form completed with ALL signatures

**SECTION C: Part 1 – Student Eligibility: To be completed by High School Counselor/Principal. Check all that apply.**

- \_\_\_\_\_ This student is under 21 years of age.
- \_\_\_\_\_ This student is currently in the \_\_\_\_\_<sup>th</sup> grade.

**SECTION C: Part 2 – Program Selection: To be completed by Student and High School Counselor.**

**Attention High School Counselor:** *Your initials next to a course verify that the course is included in the Student's ICAP. Please refer to [our digital course catalog](#) for course and credit hour information for each program.*

Program of Interest	Credit Hours	Counselor Initials

**Section D: Part 1 – School/District Approval**

**Approved by High School Administrator or Principal**

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Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: Part 2 – College Approval**

**Approved by EGTC Administrator**

*Amberlyn Varrusa* \_\_\_\_\_ Concurrent Enrollment Outreach Coordinator  
Signed: \_\_\_\_\_ Title: \_\_\_\_\_