

# College Credit PLUS

## Letter of Intent to Participate in College Credit Plus

Please Print

Date \_\_\_\_\_

AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

\_\_\_\_ Parent Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

\_\_\_\_ Parent Email Address \_\_\_\_\_

Student Contact Information \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I would like to declare my intent to participate in the College Credit Plus (CCP) program. I understand that signing this form does not require that I participate during the coming school year and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate for some other reason.

In addition, I certify that I have received counseling about the CCP program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the CCP program.

*Transcripts and/or other school records may need to be submitted to the college. Signing this form gives the TCS counselor permission to send this information to the college you plan to attend.*

*It is the responsibility of the student to complete and mail supplemental materials included with his/her application (essays, resumes, application fees, paper applications, etc.)*

*It is also the responsibility of the student to ensure the transcript was received, processed and filed with the receiving institution.*

*If you wish to exercise "Score Choice" and report only certain test score dates, you must check the space below. Additionally, you must make all arrangements with College Board or ACT to have your scores sent directly if necessary.*

\_\_\_\_ Please remove all ACT and/or SAT scores from my Columbian High School transcript

**TIFFIN CITY SCHOOLS**  
**College Credit Plus**  
**Counseling Requirement/On Campus Study Form**

This is to certify that I have received information and counseling related to the College Credit Plus (CCP) Program, either by attending the CCP Information Night, or by viewing the online informational PowerPoints. I have been informed of the possible benefits and risks/consequences of participating in the CCP Program and have received counseling which included:

- Program eligibility/options
- Financial arrangements for tuition, books, fees, materials
- Process for granting academic credit
- Calculation of total credit hours in an academic year (max. 30)
- Scheduling/ criteria for transportation
- Grade point average and athletic eligibility
- Failure/ withdrawal consequences
- Responsibilities of student and parent/guardian

I understand that this is a student driven program. The financial obligation for this program may default to the student and parents/guardians if a participating student fails a course, exceeds the 30 hour limit, fails to complete a course for which they are enrolled, or withdraws from a class passed the deadline date.

Students are responsible for understanding their college's book purchasing and return policy. Some books may be the property of the university, while some books may be the property of Tiffin City Schools. Cost of books may be added to school fees if books are not returned to correct location at the end of each semester.

I understand that the school counselor will be helpful in informing the student and parents/guardians of this program, however, it will be the responsibility of the student and parents/guardians to take the steps needed for the student to be enrolled at the post-secondary institution where such a program is available, and to notify the counselor of college course enrollment, and schedule changes.

**Permission to Participate in On Campus Study**

*I give permission for my child to participate in "On Campus Study" at the institute of higher education. By granting permission, they will be permitted to participate in "On Campus Study" on the days they are not in the college course. "On Campus Study" is permitted only during class periods for which a college course is scheduled. Please check your child's schedule to see what periods they are attending TMS/Columbian and what periods they are excused for CCP purposes.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*(Office use only) Date turned into Office: \_\_\_\_\_ Date mailed out of Office: \_\_\_\_\_*