



## Dual Enrollment Registration Instructions

### 1. APPLY FOR STATE FUNDING

Each semester, ensure that you have completed and submitted the online Dual Enrollment Funding Application at [GAFutures.org](http://GAFutures.org). This step must be completed once per school year, so you may have already submitted your funding application—be sure to check before assuming! Additionally, you need to make sure that you have added “Toccoa Falls College” to your funding application. This step will not be complete until your parent/guardian has submitted the Parent Participation Agreement sent to their email address.

Completing this application does not automatically register you for classes, but is **required** before you can be registered. This is the only way for you to receive funding for your selected courses!

### 2. PICK YOUR CLASSES

Each semester, fill out the TFC Dual Enrollment Registration Packet after you have met with your High School Guidance Counselor/Homeschool Official to determine which classes are right for you. This packet contains two forms: The Funding Acknowledgments Form and the Registration Form, found in this document. **Both** forms must be completed and submitted before you can receive a schedule!

### 3. SUBMIT TO TFC

Once your forms have been signed, submit them to the Dual Enrollment Office at [dualenrollment@tfc.edu](mailto:dualenrollment@tfc.edu). If you’re missing anything, we’ll let you know!

### IMPORTANT DATES AND DEADLINES – Spring 2023

Semester/Session	Registration Opens	Apply By	Register By	Classes Begin
16-Week Courses	Sept. 26	Jan. 2	Jan. 6	Jan. 17
Session A Courses	Sept. 26	Jan. 2	Jan. 6	Jan. 17
Session B Courses	Sept. 26	Mar. 6	Mar. 10	Mar. 20

*\*The Residential Schedule has not yet been released – it will be added to the Course Offerings later on!*

### REGISTRATION CHECKLIST

- Submit a GAFutures Funding Application for the appropriate year/term; don’t forget about the Parent Participation Agreement
- Meet with your High School Guidance Counselor/Homeschool Official to record which courses are best for you and ask them to sign the form
- Ask your parent/guardian to sign both the Funding Acknowledgments Form and the Registration Form
- Submit your signed forms to TFC via email at [dualenrollment@tfc.edu](mailto:dualenrollment@tfc.edu)



# Funding Acknowledgements

Adapted from GAFutures.org

If you are registering for more than one semester, please submit a separate form for each.

<input type="checkbox"/>	Summer	_____
<input type="checkbox"/>	Fall	_____
<input type="checkbox"/>	Spring	_____

## Who is eligible to receive state funding?

- 9<sup>th</sup> grade students are not eligible.
- 10<sup>th</sup> grade students\* are *only* eligible with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration AND a minimum of a 3.7 unweighted GPA.
- 11<sup>th</sup> and 12<sup>th</sup> grade students are eligible, assuming the funding cap has not been exceeded (see below).
- Any student who attends high school outside of the state of Georgia is not eligible to receive state funding.

*\*This limitation is set by GAFutures. 10<sup>th</sup> grade students can be accepted to Toccoa Falls College without test scores, but the understanding is that these students will pay out of pocket for all courses until their 11<sup>th</sup> grade year.*

## What are the limits on the state-funded Dual Enrollment funding program?

- The Dual Enrollment Funding Cap is 30 semester hours, taken with any postsecondary institution.

## Can a student retake or withdraw from a Dual Enrollment course?

- Effective Summer term 2020, a student may not receive funding for the same course twice. Courses taken Summer term 2020 or later cannot be retaken and receive funding.\*
- Effective Summer term 2020, students became ineligible to continue to receive Dual Enrollment funding after their 2<sup>nd</sup> course withdrawal.

*\*This includes courses that a student has withdrawn from.*

## Can a student take Dual Enrollment courses at Toccoa Falls College if they are ineligible to receive funding?

- Students who have exhausted funding eligibility or are ineligible to receive funding may choose to self-pay for additional credit hours/courses at the discounted tuition rate of \$250 per credit hour\* + the cost of textbooks.

*\*You can tell how many credit hours a course is worth by looking at the last digit of the TFC Course Code. If you're not sure, you can always ask!*

## Please print name and sign below:

*I acknowledge and understand the above conditions for Dual Enrollment Funding in addition to the guidelines set forth by GAFutures in the [Frequently Asked Questions](#) document. The student is responsible to remain aware of eligible funding credits—this responsibility does not fall to the guidance counselor or to the Dual Enrollment Coordinator.*

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Parent Name (Print)

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

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

# DUAL ENROLLMENT FORM

Office of Dual Enrollment  
107 Kincaid Dr. MSC 728  
Toccoa Falls, GA 30598

706-886-7299 ext. 5277  
dualenrollment@tfc.edu  
www.tfc.edu/dual



TOCCOA FALLS  
COLLEGE

## Enrollment Information

Last Name First Name & Middle Initial Preferred Name

- Summer  
 Fall  
 Spring

*If you are registering for more than one semester, please submit a separate registration form for each.*

Date of Birth Preferred Phone Number

High School Graduation Year Personal Email Address Semester (Check One) Year

## Requested Dual Enrollment Courses:

Course Code/Name	On-Campus Time/Section or Online Session/Section	Second Choice (if requested course is full)	Second Choice Time/ Session/Section

## Student Participation Agreement

I give my permission to Toccoa Falls College to send my high school an official TFC transcript at the end of each semester. I understand that I am responsible to ensure that I am abiding by the states rules and regulations for Dual Enrollment.

Student Signature

Date

## Parent Agreement

I give my child permission to participate in the Dual Enrollment program of Toccoa Falls College. I believe that it is in the best interest of my child to participate in the program; therefore, I agree to cooperate fully with my child, the college, and the high school. I understand that the college is not responsible for any injury my child may incur while attending, or participating in, any college sponsored program or activity. I understand that I am responsible to pay for any courses that the state will not fund due to their rules and regulations.

Parent Signature

Date

## High School / Home School Agreement

### Name of High School / Home School

I recommend this student to participate in the dual enrollment program at Toccoa Falls College. I understand the conditions of admission to the dual enrollment program as listed in the college catalog and certify that the student is qualified for participation.

Print Name of School Official

Signature of School Official

Date

Phone Number

Email Address

Send this form to the Dual Enrollment Coordinator at Toccoa Falls College. If you have any questions concerning this Dual Enrollment Form, please call 706-886-6831 ext. 5277 or email dualenrollment@tfc.edu.

*Toccoa Falls does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.*

*The President has been designated to handle inquiries regarding the nondiscrimination policies:*

*President, Toccoa Falls College, Toccoa Falls, GA 30598, 706-886-7299 ext. 5200*

Revised 5/23/2022