

## WEST BEND SCHOOL DISTRICT START COLLEGE NOW PROGRAM

### General Procedures for the Student (IHE – refers to Institution of Higher Education)

1. View the IHE's schedule of classes on their website to find information about course sections and days/times of classes. If need be, inquire with the IHE about enrollment procedures, possibilities for enrollment in particular courses, etc. **NOTE: More than one contact with the IHE may be necessary for the interested student and parents.**
2. Apply to the high school for approval of the course. Begin the process by seeing your counselor for the Start College Now Application. **All completed paperwork must be returned to your high school counselor by October 1 for the spring semester and March 1 for the fall semester.** Only courses that do not meet an 80% match to any course offered at the high school are eligible through the Start College Now Program.
3. The high school will notify the pupil of the board decision by November 15 for the spring semester and May 15 for the fall semester.
4. The counselor will forward the high school transcript, application for the Start College Now Program, and any required letters of recommendation, to the IHE.
5. If the board approved your Start College Now request, contact the IHE representative (probably an admission advisor/counselor) for full information on the registration process to be followed at that point. Follow those procedures as outlined by that institution.
6. If the IHE approves your application for enrollment, contact your high school counselor regarding schedule changes and obtaining an early release from school, if necessary. The school will provide a purchase order to the IHE for payment of fees after confirmation of the student's enrollment in board approved Start College Now courses. The school board must pay for the cost of any books and fees for all approved courses and materials for students attending an IHE. A student must pay for incidental college fees (such as a parking permit) and for equipment, tools, supplies and consumables (notebooks, workbooks, uniforms) that will become the property of the student.
7. In some situations, students may have to purchase textbook(s) for their classes. If this is the case, students can be re-imbursed for the cost of the textbook(s). For re-imbursement, bring the receipt to the counselor. If re-imbursement occurs, the textbook becomes the property of the school district and must be returned upon completion of the course.
8. If you are uncertain about any of these procedures, it is your responsibility to seek clarification from your counselor.
9. If I fail or withdraw from any approved Start College Now courses, I understand that I, as a student, or my parents or guardian must reimburse the school district for all costs related to the course.
10. Read the school board policy on the back of this sheet.

I understand that the West Bend School Board will only approve courses once per semester. Therefore, any and all courses in which I hope to enroll must be submitted by the dates indicated above. I have read the above and have received an explanation of my responsibilities regarding these procedures from my counselor.

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Parent Signature/Date

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Counselor Signature/Date

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Student Signature/Date

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