

Virginia Western will consider the admission of junior and senior level students enrolled in a public, private, or home-school secondary educational program.

Dual enrollment is restricted to high school juniors and seniors and home-schooled students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements, and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Although the enrollment of high school and home-schooled juniors and seniors has the potential to enrich their academic program, it is not intended to substitute for the traditional high school or home-school experience. Federal regulations do not permit financial aid to be awarded to students who are simultaneously enrolled in a public, private, or a home-school educational program. Additionally, high school and home-schooled students are not eligible to enroll in a curriculum of study at the college until they have earned a high school diploma or GED, completed their home-school requirements, or are beyond the age of compulsory school attendance.

### Steps Required for Approval

1. Student applies for admission to the college. All sections of the application must be completed, including the application for Virginia in-State Tuition Rates.
2. **High school student:** Obtains a *High School/Home-School Enrollment Approval Form* (available from Virginia Western Dual Enrollment or Admissions Office, high school Guidance Department or principal), completes form and presents to principal. The principal reviews the form, designates “yes” or “no” for dual credit, and indicates approval by signing the form. Registration is limited to the courses for which approval has been granted.
3. **Home-schooled student:** Obtains a *High School/Home-School Enrollment Approval Form* (available from Virginia Western Dual Enrollment or Admissions Office) and presents to parent for signature. In addition, home-schooled students must provide a copy of a home-school agreement approved by the school district, or a letter declaring home-school for religious exemption. Registration is limited to the courses for which approval has been granted.
4. **Important Note:** If the parent will be registering the student for classes and picking up the schedule for the student, the student’s authorization/signature is **REQUIRED** to release the class schedule to the parent (please see other side).
5. The completed application and the *High School/Home-School Enrollment Approval Form* must be submitted to the Dual Enrollment Office or VWCC Enrollment Center prior to registration. Please review the VWCC Academic Calendar for information about Enrollment, Drop and Withdrawal dates. For on-line classes, please review the information about eLearning found at: <https://www.virginiawestern.edu/online/>
6. High School aged students must meet the VCCS Admission Criteria and any course pre-requisites before enrolling in courses. For more information, please visit our website <https://www.virginiawestern.edu/get-started/dual-enrollment/placement-testing/>
7. High school and home-schooled should review the information found on the Dual Enrollment website and college polices and resources prior to enrollment <https://www.virginiawestern.edu/get-started/dual-enrollment/>

# HIGH SCHOOL/HOME-SCHOOL ENROLLMENT APPROVAL FORM

VWCC Enrollment Center • PO Box 14007 • Roanoke, VA 24038-4007  
Phone: 540-857-7231 / Fax: 540-857-6102

### Instructions

**Student must complete Part 1 and request the principal, school counselor, home-school teacher, or parent to complete Part 2. The completed form is then forwarded to the Virginia Western Enrollment Center or hand-carried by student to Virginia Western prior to enrollment in courses.**

### PART 1 (Student Completes)

I \_\_\_\_\_, Student ID \_\_\_\_\_, a high school student at \_\_\_\_\_, request approval to apply for admission and enrollment at Virginia Western for the \_\_\_\_\_ term in the courses listed in Part 2.

*I authorize VWCC to release my class schedule, grades and enrollment information to the person listed below. \*Please see Privacy Statement, which can be obtained in the Enrollment Center/Records Office.*

Parent Name: \_\_\_\_\_ Other: \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_.

**Home schooled students must submit a copy of the Home-School Agreement from the high school division or religious exemption documentation prior to enrollment.**

Received on: \_\_\_\_\_

### PART 2 (Principal / Home-School Teacher or Parent Completes)

Use this section to approve the student's enrollment at Virginia Western. **For high school students, the principal/school counselor must indicate whether the approval is for dual credit purposes (please circle "Yes" or "No").**

Dual Credit	COURSE	5 DIGIT COURSE NUMBER	MEETING DAYS	MEETING TIMES
Yes or No				
Yes or No				
Yes or No				
Yes or No				
Yes or No				

High school aged students are limited to a combined 18 credit hours per semester. This includes courses on campus, dual courses at the high school and AP courses. Tuition for campus courses due at time of enrollment

High School Authorization: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal or School Counselor

Parent Approval : \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature