



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.

- Verify that you have submitted a funding application for the appropriate school year – ask your school counselor if you aren't sure!
- Make sure that you have added "Toccoa Falls College" to your funding application.
- Ask your parent/guardian to submit the [Parent Participation Agreement](#) (sent to them via email)

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. CHOOSE YOUR COURSES

Each semester, fill out the TFC Dual Enrollment Registration Packet after you have met with your High School Counselor/Homeschool Official to determine which classes are right for you.

This packet contains two forms:

1. Funding Acknowledgments Form
2. Registration Form

Both forms are found in this document. **Both** forms must be completed and submitted to dualenrollment@tfc.edu before you can be registered.

3. SUBMIT THIS PACKET TO TFC

Once your forms have been signed, submit them to the Dual Enrollment Office at dualenrollment@tfc.edu. If you're missing anything, we'll let you know!



Funding Acknowledgements

Adapted from GAFutures.org

Semester/Year

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

Who is eligible to receive state funding?

- 9th grade students are not eligible.
- 10th 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.
- 11th and 12th 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. 10th 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 11th grade year.*

What are the limits on the Georgia Dual Enrollment funding program?

- The Dual Enrollment Funding Cap is 30 semester hours, taken with any postsecondary institution.
 - Students are not permitted to receive funding for more than 15 credit hours each semester.
- Per Georgia state law, all male students who are at least 18 years of age must complete federal Selective Service requirements to receive program funding.

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

- A student may not receive funding for the same course twice.*
- Students are ineligible to continue to receive Dual Enrollment funding after their 2nd course withdrawal.

**This includes courses that a student has withdrawn from.*

Can a student take Dual Enrollment courses at Toccoa Falls College outside of program funding?

- Students who have exhausted funding eligibility or are ineligible to receive funding may choose to self-pay for additional credits/courses at the discounted 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 read the following statement and sign below:

I acknowledge and understand the above conditions for Dual Enrollment Funding in addition to the guidelines set forth by GAFutures. I recognize that, as the student, I am responsible for keeping track of my funding eligibility—this responsibility does not fall to the high school counselor or to the Dual Enrollment Coordinator. I also recognize that a Funding Acknowledgements Form must be submitted to Toccoa Falls College for each term of enrollment.

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

C O L L E G E

Enrollment Information

Last Name	First Name & Middle Initial	Preferred Name	<input type="checkbox"/> Summer	<i>If you are registering for more than one semester, please submit a separate registration form for each.</i>
Date of Birth	Preferred Phone Number		<input type="checkbox"/> Fall	
			<input type="checkbox"/> Spring	

High School Graduation Year	Personal Email Address	Semester (Check One)	Year
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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
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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
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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
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Phone Number	Email Address
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Please email this form to dualenrollment@tfc.edu. If you have any questions, please contact us!