

Procedure Title	Original Adoption Date	Procedure Number
Enrollment of High School Age Students Procedure	2/17/1977	SS-372
Responsible College Division/Department	Responsible College Manager Title	
Student Services/Admissions and High School Relations	Executive Director of Enrollment and Retention	

Procedure
<p>Scope</p> <p>In order to provide additional educational opportunities in technical education for high school age students, Lakeshore College has developed guidelines for making educational opportunities available in accordance with established policy of the Wisconsin Department of Public Instruction and the Wisconsin Technical College System Board.</p> <p>Continual dialogue with local school officials will form the communication link for determining specific courses or skills needed.</p> <p>Enrollment Guidelines</p> <ol style="list-style-type: none"> 1. High school students may enroll for the regular post-secondary or adult courses if all course requisites are completed. 2. Students enrolled in high school may enroll at LTC as an alternative to high school only with a formal contract. 3. Students who have requested their school district to be excused from school attendance and have received the approval of the school district may enroll as a student. The student will be responsible for payment of all regular course fees in accordance with the college's payment schedule, unless approval is given under the guidelines of the Start College Now, Youth Apprenticeship, or other high school to college agreement. <p>Enrollment Fees</p> <ol style="list-style-type: none"> 1. Contract Class - School districts who wish to provide an alternate educational program through LTC for a student(s) must contract for the cost of instruction. The rate is based upon the cost associated with the function of instruction which include wages; fringe benefits; current expenses (supplies, materials, etc.); and replacement of equipment. The rates exclude the cost of instructional resources, student services, research, general administration, general institution, and physical plan costs. 2. Students enrolled as a post-secondary student will be charged the regular tuition and materials fee unless specified otherwise.

Refund Policy

In accordance with the college refund policy/procedure.

Billing

The high school will be billed for the course in accordance to the agreement. An agreement form is to be completed at the time of the contract which states number and names of students, courses enrolled in, materials fees, and total contract fee.

Board Policy: III.A. General Executive Constraint, IV.B. Access
Definitions
Reviewed: 2/10/17; 10/02/2020, 11/28/2022