



CCSNH Early College Parental/Guardian and Participating Student Approval and Release and General Terms and Conditions

1. The award of high school credit for college coursework is arranged through the student's high school and does not involve the College.
2. Credit courses are college courses and will remain on the student's permanent college record.
3. We understand that the coursework has college level content which may include mature material.
4. Students in 10-12 grades are eligible for two Early College scholarships each year. Once those scholarships are used, we understand that we are responsible to pay 50% of the actual tuition for college courses. We also understand we are responsible for the cost of books and materials and associated lab fees.
5. By signing the registration form the parent/guardian hereby grants permission for participating student to enroll in the courses listed on the registration form at the specified CCSNH College.
6. By signing the registration form, the parent/guardian indicates that they understand that the Family Education Rights and Privacy Act (FERPA) governs all college education records and allows release of academic information, including grades, to the student only, regardless of age. Academic information cannot be released to parents or third parties without the written consent of the student.
7. I understand that the College will have specific rules that will apply to the student's ability to enroll and attend. These rules may include, but are not limited to, certain enrollment prerequisites, placement tests, matriculation status, and access to "remedial" or "developmental" courses.
8. At the end of the semester, I understand I must request a transcript to be sent to my

high school by submitting a request through the [National Student Clearinghouse](#). I understand my complete transcript which includes all courses taken at the College will be sent.

9. I understand if my high school requires a numerical grade, I will need to request this information from my instructor after completion of my course(s).

10. We understand that there will be no supervision provided for students before or after classes.

11. We understand that the College is authorized to evacuate students in case of an emergency.

12. We understand that students must adhere to the College's Student Code of Conduct.

13. We represent that the participating student, though not yet 18 years of age, is sufficiently mature to manage a college campus environment and participate in college-level courses.

14. We authorize the staff of the College and staff from the high school to share educationally relevant information on a "need to know" basis to provide us with effective advising, referral, instruction, and facilitating progress towards our educational goals.

15. We understand and agree that the College will treat the participating student as an adult; that we have had a reasonable opportunity to consider the risks of a minor student participating in the adult and independent learning environment of the College, including all risks of related to entering onto a campus where supervision is not provided and engaging in coursework that may include adult themes, topics, and discussions; and that we assume all such risks regarding the participating student's participation at the College. On behalf of the same and to the full extent permitted by law, the undersigned parent and minor further release, hold harmless, indemnify, and covenant not to sue the CCSNH and its colleges and/or their governing boards, trustees, employees, and any agents from and against any and all liability for harm, injury, damage, claims, demands, actions, causes of action and expenses of any kind that we may have or that may hereafter accrue to us, directly or indirectly, related to any loss, damage or injury that we may sustain from the minor student's participation at the College.

16. The College, the Community College System of New Hampshire (CCSNH), and The Foundation for New Hampshire Community Colleges (TFNHCC) create marketing material, and publish newsletters, brochures, a website, PowerPoint presentations, and other documents in which it is appropriate to include pictures, video, and quotes of

students and other members of the campus community. By signing this form, you authorize the College, CCSNH, and TFNHCC staff to publish the student's photos, videos, and/or quotes and to use as needed.

17. The Community College System of New Hampshire (CCSNH) does not guarantee that credits will transfer to another college outside of CCSNH. While many colleges do accept transfer credits, it is up to the individual college what credits they accept from where, and it is the student's responsibility to check with their intended college on transferability.

Academic policies: Students should make themselves aware the relevant academic policies at the CCSNH college(s) they attend. This includes the drop/add and course withdrawal dates. These dates are available on the college academic calendar.

Early College: The Community College System of New Hampshire (CCSNH) has established an Early College initiative that specifically allows NH High School students to take selected credit-bearing courses. These credits may be applied toward a degree at a CCSNH college or transferred to other colleges or universities.

Tuition Refund Policy: Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday.

Financial Obligation Statement: I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that registration fees are nonrefundable and agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance. Students who have not made payment arrangements 10 calendar days prior to the start of the semester (or alternative term start dates) will be dropped from the class roster.

Terms of Use (electronic signatures): The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Navigate, SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have the right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting the Office of the Registrar. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

Accessibility Services: Please be advised that students currently receiving modifications in an IEP under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act will not be eligible for modifications in a college course in the Early College program. While students may be eligible for accommodations through the Accessibility Services Office, students must be otherwise qualified to do college level work and address the essential elements of the course without fundamental alterations to the curriculum.

Registration and advising: High school students are required to meet with the Early College Coordinator at each CCSNH college to ensure appropriate advising prior to registering for classes. This meeting also ensures that students receive the discounted Early College tuition rate and the Early College scholarships.