



## Dual Credit Opportunity Tuition Waiver *Requirements and Guidelines*

**1. Dual Credit Eligibility:** Student must meet all requirements for enrollment in dual credit classes, as follows:

- a) Must be a Scurry County high school or a home school student.
- b) Must have approval of parents
- c) Must have approval of high school principal
- d) Must have completed all relevant Texas Success Initiative (TSI) requirements.
- e) Must complete all Dual-Credit admission requirements

**2. 500 Word Essay (step by step):**

- a) Font: 12pt Times New Roman
- b) Spacing: Double spaced everywhere; No extra spaces, especially between paragraphs
- c) Heading: Example of the heading on the first page of the essay (upper left corner)
  1. Your legal name
  2. Western Texas College
  3. Opportunity Tuition Waiver
  4. Date (Month, Date, Year)
- d) Margins: One-inch margin on the top, bottom, left and right.
- e) Page Numbers: Last name and page number must be put on every page of the essay as a "header". Otherwise, it would go in place of the text.
- f) Title: There needs to be a proper essay title format, centered and above the first line of the essay of the same font and size as the essay itself.
- g) Indentation: Just press tab (1/2 inch, just in case)
- h) Align: Align to the left-hand side, and make sure it is aligned evenly.

**3. Tuition Waiver Application: To apply for the Opportunity Tuition Waiver, students must complete and submit the following documents to the Dual Credit Office at Western Texas College no later than the second Thursday of July.**

- a) Opportunity Tuition Waiver Dual Credit Contract
- b) Copy of student's current unofficial high school transcript
- c) 500-Word Essay, Completed

***Incomplete waiver packages will not be accepted***

## **Tuition Waiver Eligibility Guidelines**

- 1. Funding Limits:** Opportunity Tuition Waiver will pay for a maximum of twelve (12) credit hours per semester. The waiver covers tuition and general fees, but Does Not cover books, lab fees, or distance learning fees. The Opportunity Tuition Waiver will pay up to sixty (60) credit hours. The Opportunity Tuition Waiver will not pay for repeated courses. The tuition waiver is available for fall and spring only.
- 2. Maintaining Eligibility:** Students must complete all credit hours attempted each semester with a minimum grade point average of a 2.5. Students who fall below the required GPA will lose the Dual Credit Opportunity Tuition Waiver until the GPA requirement is met. To be reinstated, the student would pay for future dual credit courses themselves until the 2.5 GPA required for the Dual-Credit Opportunity Tuition Waiver is achieved.
- 3. Forfeiture:** If a student completely withdraws from all courses and or transfers in college credits received from institutions other than Western Texas College, the tuition waiver will be forfeited and the students will no longer be eligible to receive the tuition waiver.
- 4. Tuition Waiver Renewal:** The tuition waiver is not automatically renewed; the student MUST reapply for each year of enrollment. To qualify for the tuition waiver for a second year of dual credit enrollment, the student must have at least a 2.5 Western Texas College GPA.



## Dual Credit Opportunity Tuition Waiver CONTRACT

Student: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box or Street                      City                      State                      Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I, \_\_\_\_\_, understand that the Opportunity Tuition Waiver will be used for educational related expenses at Western Texas College for the Fall and Spring semesters. I agree to abide and meet all Opportunity Tuition Waiver requirements:

- I agree that the Opportunity Tuition Waiver will pay for tuition and general use fees ONLY. Opportunity Tuition Waiver does not cover books, lab fees, or Distance Learning fees.
- I agree that the Opportunity Tuition Waiver will pay for a maximum twelve (12) hours per semester of dual credit enrollment. Opportunity Tuition Waiver will only pay for Fall and Spring semesters.
- I agree to enroll, maintain, and complete a maximum of twelve (12) semester hours while maintaining a 2.5 GPA during each semester of the awarded academic year (Fall and Spring).
- I agree that if I do not meet these requirements for any given semester, the scholarship will be forfeited and I will not be eligible to receive the Opportunity Tuition Waiver. However, I am given the opportunity to academically get back into good standings with WTC. If I take and pay for dual credit classes while raising my GPA back to a 2.5, I will be eligible for the Opportunity Tuition Waiver.
- I agree that to be eligible for the Opportunity Tuition Waiver in the future it is my responsibility to reapply for the Opportunity Tuition Waiver upon the completion of the my first two-semester and complete twenty (20) additional hours of volunteer activities.
- I agree that if I completely withdrawal from all classes and or transfer in courses from another institution, the Opportunity Tuition Waiver will be forfeited and I will no longer be eligible to receive the tuition waiver.
- I agree that I will submit the Requirements and Guidelines, Contract, and Essay by the second Thursday of July.



In the event the undersigned should fail to abide by the above requirements prior to the completion of the semester(s) for which the tuition waiver was awarded, the undersigned **will be subject to forfeiture** of the Opportunity Tuition Waiver and no longer eligible to receive the tuition waiver.

For the purposes of this contract, "WITHDRAWAL" shall mean the student's voluntary withdrawal from enrollment, his/her withdrawal by appropriate officers of Western Texas College for administrative reason, or the student's dismissal by college authorities for misconduct or the willful disregard of college rules and regulations.

**Student Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WTC Financial Aid Office Use**

Verified By: \_\_\_\_\_ POISE ID #: \_\_\_\_\_

**SUBMIT**