

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, 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.

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 program 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 at <http://www.virginiawestern.edu/admissions/forms.php>), completes form and presents to principal and guidance counselor for approval. The principal and guidance counselor review the form, designate “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 at <http://www.virginiawestern.edu/admissions/forms.php>) and presents to home-school teacher or 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 Admissions Office prior to registration. Registration for on campus courses for all high school and home-schooled students must be completed, in person, in the Admissions Office.
6. Placement testing is required before enrolling in courses. For more information, please visit our website at <http://www.virginiawestern.edu/services/ltc/placement.php>.

**HIGH SCHOOL/HOME-SCHOOL
ENROLLMENT APPROVAL FORM**

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

All sections of this form must be completed, including required signatures and approvals, before enrollment in any courses can be processed.

PART I (STUDENT COMPLETES)

I _____, Student ID _____, a student at _____ School, request approval to enroll in the courses noted in Part II at Virginia Western Community College. I understand I may not enroll in more than 18 credits during the fall or spring semesters and more than 12 credits during the summer semester (across colleges) as a dual enrollment student.

CHECK ONE OF THE FOLLOWING:

- I certify that I am not taking courses through any other college concurrently with these Virginia Western courses.
- I will be taking courses through another college in addition to the courses requested in Part II.

Student's Signature _____ Date _____

If the parent will be registering the student for classes and picking up the schedule for the student, the student's authorization is required through a completed Release of Information Form (available at <http://www.virginiawestern.edu/services/records/forms.php>).

Copy of Home-School Agreement or religious exemption documentation submitted? Yes No

PART II (School Completes)

Use this section to approve the student's enrollment at Virginia Western. **For high school students, the principal or guidance counselor must indicate whether the approval is for dual credit purposes (circle "Yes" or "No"). Guidance Counselor and Principal signatures are required.**

DUAL CREDIT?	SUBJECT	COURSE NUMBER	COURSE TITLE
Yes or No			
Yes or No			
Yes or No			
Yes or No			
Yes or No			

Authorized By:

Guidance Counselor (Home-School Students leave blank)

Date

Principal/Home-School Teacher/Home-School Parent

Date