

AGREEMENT BETWEEN HAGERSTOWN COMMUNITY COLLEGE AND FORBES ROAD SCHOOL DISTRICT

Early College Program Memorandum of Understanding

This agreement is entered into this 25th day of October, 2021, by and between the parties, Hagerstown Community College, hereinafter referred to as "the College", 11400 Robinwood Drive, Hagerstown, MD 21742, and Forbes Road School District, hereinafter referred to as "FRSD" at 143 Red Bird Drive, Waterfall, PA 16689. This agreement sets forth the entire agreement between the parties related to participation in the Early College Program (ECP). The parties agree that no amendment to this agreement shall be binding upon parties unless in writing and executed by both parties.

The College and FRSD are committed to jointly sponsor the ECP. The ECP is designed to allow qualified secondary school students the opportunity to take college level coursework in a wide variety of academic discipline areas and delivery formats. Students may take online classes or face-to-face classes on the College campus.

The College and FRSD will collaborate on marketing and outreach strategies designed to familiarize parents, students, and staff with ECP. The College and FRSD will also jointly recruit and approve each FRSD student.

1. DEFINITION

Students taking part in the ECP may be defined as students enrolled in dual courses/credits which are posted to both the FRSD and College transcripts, and students taking courses simultaneously at FRSD and the College and receiving credit only at the institution from which the course is taken. The minimum age for a student to participate in the program is 16.

2. SCOPE OF THE PROGRAM

- a) With the appropriate FRSD and HCC administrative approvals and during the times that align with their secondary school schedule, ECP participants may enroll in HCC courses.
- b) As officially enrolled College students, ECP participants will have access to all College related services, programs, and facilities and will be eligible to participate in all College events and student activities for which they qualify.
- c) The ECP participants may earn credit in college level course work, which may be applied to completion of academic programs at the College or considered for transfer by other colleges and universities. A grade or grade indicator is assigned at the end of the term for each course in which ECP participants are enrolled in accordance with the College's academic policy.

d) When ECP participants are approved to receive dual credit, the grade assigned by the College instructor shall be converted for FRSD's purposes, to an appropriate designation within FRSD records system. This grade conversion on a student's high school academic record is entirely at the discretion of the FRSD. Grades will be shared with FRSD at the conclusion of the college semester to ensure students attended and earned credit in the programs.

e) Prior to a student's enrollment in a College course, FRSD's Principal or designee will determine if the offering meets a high school graduation requirement, thereby qualifying for dual credit.

f) Students who are approved by FRSD to participate in the ECP must have demonstrated their academic readiness for college-level courses and be admitted to the College. All ECP participants are expected and required to abide by all College policies and procedures. All participants are also required, in their role as FRSD students, to abide by all FRSD policies and regulations and the Code of Student Conduct. Any participant who violates these expectations may be removed from the ECP by the College or FRSD, in consultation with each other and under the policies and procedures of the appropriate party.

3. ADVISING AND REGISTRATION

a) HCC's Director of Admissions will be the lead contact for FRSD personnel for purposes of aligning all early college student counseling and advising activities, including any special individual student advising cases.

b) The College and FRSD agree to share academic and attendance records, including course grades and assessment test scores, with each other and with the parent/guardian and/or eligible student as designated.

c) HCC staff will work with FRSD counselors to inform FRSD students about ECP opportunities.

4. BILLING AUTHORITY AND PROCEDURES

a) For each enrolled FRSD student, the College agrees to charge tuition as follows:

1. For the first four (4) courses taken by each FRSD student during their entire period of dual enrollment, an amount equal to 75% of the standard Neighbor Rate tuition for each course (as determined by the number of credit hours assigned to the respective courses).

2. For all courses beyond the first four (4) courses taken by each FRSD student during their entire period of dual enrollment, an amount equal to 100% of the standard Neighbor rate tuition for each course (as determined by the number of credit hours assigned to the respective courses).

3. The transfer of tuition costs outlined in "1" and "2" above shall apply to all terms as defined by current and future state law.

b) To facilitate tuition payments, the College agrees to the following terms:

1. To provide to FRSD a list of enrolled students and the number of their credits.
 2. To invoice each student, parent or guardian for each course in which the student is enrolled, as well as for any College fees related to each course.
 3. To inform students and their parents or guardians that failure to pay the invoiced amount for any specific course by the payment due date may result in the automatic deregistration of the student from the course.
 4. To inform students and their parents or guardians of the availability of financial aid.
- c) HCC will pursue the collection of delinquent balances.
d) HCC will issue 1098-T's.

6. FINANCIAL AID PROVIDED BY HAGERSTOWN COMMUNITY COLLEGE

ECP participants may apply for financial assistance through the College's student financial aid office. To apply, families must complete all required financial aid forms and submit them directly to the Hagerstown Community College Student Financial Aid Office. HCC is committed to providing grants and scholarships to students to participate in the ECP. Additionally, grants and scholarships may be made available through private, federal, and/or state grants such as the HCC Foundation, Inc.

7. OTHER TERMS

- a) The College will inform parents or guardians that failure to pay the invoiced amount or make alternative financial arrangements by the due date may result in the automatic deregistration of the student from the courses and termination of any scholarship awards. Failure to pay may also result in submission of outstanding balances to Maryland's Central Collection Unit or other collection agency. Payment due dates are established by the College for each semester.
- b) The College will inform parents or guardians that the student must abide by the College's Refund and Withdrawal Policy.
- c) The College will make an ECP payment plan available for students and their parents or guardian.

8. COMMUNICATIONS

- a) All formal communications between the parties regarding the implementation of this agreement shall be sent to:

Dr. Marie Scott-Bollman
Superintendent
Forbes Road School District

Dr. C. David Warner
Vice President of Academic Affairs and Student Services
Hagerstown Community College

143 Red Bird Drive
Waterfall, PA 16689
(301) 766-2815

11400 Robinwood Drive
Hagerstown, MD 21742
(240) 500-2231

9. LEGAL APPLICABILITY

Each party shall be solely responsible for complying with all federal and state laws and regulations applicable to that party. Nothing in this agreement is intended to extend the legal responsibility of FRSD to provide programs or services to students while those students are enrolled in and participating in courses or activities offered by the College. Enrolled students attending the College shall be entitled only to those programs and services for which they are eligible that are offered by the College to all other students. FRSD shall remain responsible for providing programs and services to its students only to the extent the students are enrolled in and participating in activities offered directly by FRSD.

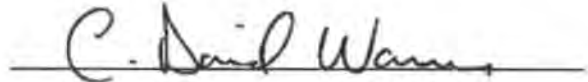
10. TERM AND TERMINATION

This agreement shall be effective upon the signature of all parties and shall continue in effect unless terminated by mutual agreement. In addition, either party may terminate this agreement for the following academic year by providing written notification to the other party by May 1st.

SIGNATURES



Dr. Maria Scott-Bollman
Superintendent
Forbes Road School District



Dr. C. David Warner
Vice President Academic Affairs
Hagerstown Community College