

Public & Private High School Application Signatures

*To be completed by **authorized school personnel**:*

NOTE: All new and returning dual enrollment students must have this form on file for each term of enrollment.

I, the undersigned, attest that: _____ (Name of Student)

is enrolled in: _____ (Name of School)

_____ I attest that the student is in good standing and has maintained a 3.0 unweighted GPA at the high school. I understand that new students to the UNF Dual Enrollment Program **must** submit an application. Returning students do not need to submit a new application but must still meet the eligibility criteria.

I recommend that this student be allowed to enroll in the following course(s) listed on the application:

School Representative Print Name: _____ Date: _____

School Representative Signature: _____ Date: _____

*To be completed by the **student**:*

I hereby request admission to the University of North Florida as a Dual Enrollment student. I have checked my application for errors and certify that the information is complete and accurate. I acknowledge that I can only take up to 7 total credits in each term I apply for Dual Enrollment, and I can only be registered into the courses I put on my application per approval from my school administrator. Furthermore, I acknowledge and understand that I can only be academically advised by my high school counselor. I agree to abide by all the rules and regulations of the University. I also consent to UNF, my school administrator, the district, and my parent/guardian exchanging my academic records, including transcripts, dual enrollment admission status, and course grades, as necessary for purposes related to my enrollment as a Dual Enrollment at UNF.

I understand that if I elect to apply to the University of North Florida in a degree-seeking capacity, I will be required to submit the appropriate application materials and application fee. I understand that Dual Enrollment admission to the University does not guarantee future degree-seeking admission.

I understand that UNF will administratively register me. Furthermore, if there is no space, I may not be enrolled in the course indicated on my application. I understand that the grade I receive in the class(es) I am registered for will be reflected on my college transcript and will become part of my permanent college record. I understand that I must contact my school administrator, who will contact UNF, to drop my registered class(es). I am aware that dropping classes after UNF's Add/Drop period will result in a "withdrawal" or "W" on my permanent college record and disqualification from future UNF dual enrollment participation.

Student Print Name: _____ Date: _____

Student Signature: _____ Date: _____

*To be completed by **parent or guardian** of dual enrollment applicant*

I _____ approve of my child's enrollment in the Dual Enrollment program at the University of North Florida. I acknowledge and understand that my child can only be academically advised by their high school counselor. I understand that the grade my child receives in Dual Enrollment class(es) will become part of their permanent college record. I also consent to UNF, the authorized school personnel, and the district exchanging academic records, including transcripts, dual enrollment admission status, and course grades, as necessary, for purposes related to enrollment as a Dual Enrollment student at UNF. I understand that my student must contact their school administrator, who will communicate with UNF, to drop registered class(es). I am aware that dropping classes after UNF's Add/Drop period will result in a "withdrawal" or "W" on my child's permanent college record and disqualification from future UNF dual enrollment participation.

Parent/Guardian Print Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Information Update for Returning Students Only

Your contact information has already been captured in the submitted UNF Dual Enrollment application. If you need to update your contact information, please fill out the below sections. **Please leave blank if no information has changed:**

Student Personal Email: _____

Student Phone Number: _____

Parent Email: _____

Parent Phone Number: _____

Mailing Address: _____

Questions? Your High School Guidance Counselor is the first point of contact for all Dual Enrollment Students.
For additional questions, please contact UNF Records at records@unf.edu