



## Tuition Structure

*The first 6 credits are free.*  
*Payment for credits over 6 is required at time of registration.*  
*Make checks payable to Montana Tech .*

1 credit	\$ 54.66	7 credits	\$382.62
2 credits	\$ 109.32	8 credits	\$437.28
3 credits	\$ 163.98	9 credits	\$491.94
4 credits	\$ 218.64	10 credits	\$546.60
5 credits	\$ 273.30	11 credits	\$601.26
6 credits	\$ 327.96	12 credits	\$655.92

Total Due: \_\_\_\_\_

Online payments can be made at: [https://app.mt.gov/cgi-bin/cashier/cashier.cgi?REG\\_ID=333](https://app.mt.gov/cgi-bin/cashier/cashier.cgi?REG_ID=333)

### EXAMPLE OF ONLINE PAYMENT SITE

**\*Student signature indicates the student has requested to enroll in college level course work**

*\*Signature of Student*

**Parent/Guardian signature required for students under 18 and indicated knowledge of the following:**

- This student is taking college coursework and is prepared to successfully take on this challenge.
- This credit will be records on an official transcript by the college and that poor performance may impact future academic pursuits.
- Parents/guardian acceptance of obligation for payment of the courses taken.

*\*\*Parent/Guardian Signature if student is under 18 years of age)*

**The high school official certifies that the student meets the requirements for dual credit or college-only credit; is prepared for college level course work, meets the requirements for dual credit including all prerequisites and, is enrolled at a Montana high school accredited by the Board of Public Education, and has on file at the high school verification of all required immunizations.**

*\*\*\*High school official*

DUAL ENROLLMENT STUDENT AUTHORIZATION FOR  
RELEASE OF INFORMATION

Name: \_\_\_\_\_  
Last First Middle

College Student

ID#: \_\_\_\_\_

High School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dual Credit (taking same course for both high school and college credit)

The Dual Credit Program is a joint program between a college of the Montana University System (MUS) and your high school. As a joint program, the college and your high school have determined that it is administratively necessary for attendance and grades earned in college classes be shared with your high school. No academic information from the college at which you are enrolling will be released to your parents unless you expressly consent to such disclosure below.

College-Credit-Only (taking college credit course only)

The release of student information to a student’s parents, by either the high school or college, will be governed by the State and Federal laws governing those separate institutions. As a result of such laws, the college will not release information to your parents unless you expressly consent to such disclosure below.

Please check the appropriate boxes and complete the date of authorization.

Information to Release to Parent\Guardian

I hereby authorize the college to discuss and/or release the following information to my parent(s)/guardian(s) as designated below.

Grades  Bills  Attendance  Enrollment  Conduct  Health or Safety Information

Additional information to be released:

Name of designated Parent(s)/Guardian(s) \_\_\_\_\_

Please type or print clearly

Date of Authorization: \_\_\_\_\_ Student’s consent expires at end of 1 year from date of Student Signature Signature

Approval

Student Signature

Date

## Important Information

### A. Transfer of Credits

This Montana University System (MUS) institution is accredited by the Northwest Commission on Colleges and Universities (NWCCU). For transfer purposes, most regionally accredited institutions will accept credits from the other accredited colleges and universities. Additionally, the MUS utilizes a uniform course numbering system (“common course numbering” or “CCN”). CCN is a cooperative effort among all MUS institutions that facilitates course transfer. Although CCN ensures courses with the same prefix and number will transfer seamlessly from campus to campus, the acceptance of transfer credit for individual *degree programs* is always determined by the receiving institution. Students should contact the institution they plan on attending if they have specific questions about course transferability for a specific degree program. For information on courses offered throughout the Montana University System, please visit <https://ccn.mus.edu/search/> or <https://mus.edu/Transfer/MUScore.asp>

### B. Release of Student Information to Parents

A student’s higher education record is protected under Montana Law and the Family Educational Rights and Privacy Act of 1974. The release of student information to a student’s parents, by either the high school or the college, will be governed by the State and Federal laws governing those separate institutions. As a result of such laws, the college will not release academic information to a student’s parents without the student’s express written consent.

### C. Adding and Dropping Courses

Once you have registered for any course(s), and then find you must adjust your schedule by adding or dropping a course, you need to complete an add/drop form (drop, add & refund deadlines will apply). If you need to drop ALL your courses (even if it is only one course) you may need to complete additional forms to finalize total withdrawal from the institution.

- If you are registered in a dual credit course, these forms must be signed by a high school counselor.
- If you are under the age of 18, a home school student, and registered in a college-credit-only course, these forms must be signed by a parent/guardian.

*IMPORTANT! If you are enrolled in a dual credit course at the high school and drop the high school course, you must also drop the college course.*

Add, drop, and withdrawal forms are located at <https://www.mtech.edu/onestop/registrar/forms.htm>

### D. Access to Grades

Grades will be available through the college’s online student information system using your Student ID number. You can access the system by clicking on. <https://mtctsdoe.mtech.edu/uPortal/f/welcome/normal/render.uP> Click on **Visit [mtech.edu/pw](https://www.mtech.edu/pw) to retrieve your password.**

### E. Transcripts

You may access unofficial transcripts through the online student information system using your Student ID number. You can access the system at <https://www.mtech.edu/enrollment/transcripts.html> Transcript fees apply.

### F. Payment of Dual Enrollment Costs

The first six credits per academic year are FREE. If enrolling in more than six credits, payment is required at time of registration for credits in excess of six. Tuition is assessed at 50% of the Board of Regents approved rate and is usually paid at the start of the term of enrollment. In addition, students are exempt from all mandatory fees but may be assessed approved course fees. Dual enrollment students are responsible for complying with applicable campus payment policies, procedures and methods. Payments may be made online at [https://app.mt.gov/cgi-bin/cashier/cashier.cgi?REG\\_ID=333](https://app.mt.gov/cgi-bin/cashier/cashier.cgi?REG_ID=333)

### G. Disabilities

If you have a disability for which accommodations may be necessary, please submit a confidential written request for disability accommodations to Dr. Carrie Vath, 406-496-4198. Written documentation of disability is required.

## Optional Form

### Dual Enrollment Scholarship Application

Montana University System dual enrollment students may qualify for a scholarship that covers tuition beyond the One-Two-Free program's six credit allowance.

#### Am I Eligible?

Please check all applicable boxes:

- |                                                                    |                                                                                      |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Receive free or reduced school lunch      | <input type="checkbox"/> Household participates in TANF                              |
| <input type="checkbox"/> Household participates in SNAP            | <input type="checkbox"/> Household member receives SSI                               |
| <input type="checkbox"/> Household participates in WIC             | <input type="checkbox"/> Household participates in Head Start                        |
| <input type="checkbox"/> Household receives Sec. 8 housing voucher | <input type="checkbox"/> Household member participates in Healthy Montana Kids (HMK) |
| <input type="checkbox"/> Student is a Foster Care youth            | <input type="checkbox"/> Student or family is experiencing homelessness              |

I acknowledge that I may be required to provide documentation for any of the above.

Please complete and submit this form to your counselor or the Montana Tech Dual Enrollment Program Director. In order to renew your scholarship, you must resubmit this form annually. Forms are due with registration forms.

#### Student Information

Student Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Name of High School: \_\_\_\_\_ Graduation date (MM/YY): \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

The form requires a parent or guardian signature. If that is not possible a school official or social worker can sign for you.

**I certify that above information is accurate and can be verified upon request.**

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_