

# OZARKS TECHNICAL COMMUNITY COLLEGE

## OTC Online and Seated Dual Credit Registration and Parental Consent Form

**STOP: If you have not yet completed an OTC Online Application, please complete the application first, and then fill out this form.**

Legal Name	First	Last	M.I.	Birthdate
Social Security or OTC ID Number		Name of High School		Graduation Year
Student Email Address			Parent Email Address	

### REGISTRATION

Semester and year of registration:  Spring  Fall Year: \_\_\_\_\_

Add/Drop	Course Code	Course Number	Course Section	Course Title	Credit Hours	Seated	Online

#### FERPA RELEASE

I hereby authorize and consent to the disclosure of Student's educational records between OTC and the District as well as with the individual(s) identified below. This includes any information contained in my educational, academic, and student financial records held by OTC. This will include but is not limited to grades, registration, academic standing, payment information, and collections. Verbal access only will be granted to the following individual(s) once appropriate photo identification has been verified. Written, printed or photocopied materials will not be provided. This release does not cover Counseling Services, Disciplinary, Behavioral Intervention Team or Disability Support records. \_\_\_\_\_ **Initial**

Do you have a documented IEP?  Yes  No

Student Name \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Signature

#### Parent/Legal Guardian Consent for Child to Participate in Dual Credit Program

I hereby grant permission for my child to enroll in the Dual Credit program at OTC. I understand:

- The subject matter of the course may be more complex and mature in nature and expectations of student behavior and performance will be held to a higher standard.
- Although courses are generally transferable, it is the student's responsibility to ensure that the dual credit course(s) for which he/she enrolls are transferable to the college/university he/she plans to attend.
- Student must process an official Withdrawal form with the Registrar's Office at OTC if they no longer wish to be enrolled in the course.
- I understand that any and all fees for the Program not covered by the District will be the Student's responsibility and the responsibility of the parent/legal guardian of the Student. OTC must receive payment in full by the published deadline date. Students with outstanding account balance amounts remaining unpaid following the deadlines established by OTC will result in the cancellation of the Student's class schedule. In the event of Student's withdrawal or non-attendance before classes begin, full refunds will be made of paid amounts only. In the event of Student withdrawal or non-attendance after classes have started for the semester, no refunds will be made.
- **OTC tuition bills are available at the OTC student QuikPay account. OTC does not mail tuition bills. Tuition and fees may be paid 24/7 online thru QuikPay. Parents/legal guardians are financially responsible for full payment of the student account balance due. All delinquent account balances will be assessed up to 35% collection charges and will be reported to appropriate collection agencies and the Missouri Department of Revenue.**

Parent/Guardian Name \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
Please Print Signature

Please scan and email registration form to [dualcredit@otc.edu](mailto:dualcredit@otc.edu) or fax it to 417-447-2605

Processed by and date