

Harrison County Community Foundation
Dual Credit Program
2024-2025 School Year
Appendix

The Harrison County Community Foundation (HCCF) is allocating resources to support high school students in pursuing dual credit classes. HCCF intent is to maximize dual credit opportunities at little or no cost to the students. HCCF will provide reimbursement to Harrison County schools in support of dual credit programs as follows:

DISTRIBUTION: Awards are based on the cost of embedded instructors for dual credit classes, dual credit books, and AP testing fees not allowed by other funds. School corporations must submit invoices from colleges or universities to HCCF with the 6-month and final reports if not earlier. Rosters (if available) or specific details of the number of students and credits earned for each class billed should be included with invoices.

CLASSES: Funds under this Agreement will only support dual credit classes provided by an accredited college or university and listed on the Core Transfer Library list (www.transferin.net). Each school corporation must submit a list of **all** dual credit classes offered to students along with the number of registered students for each course. *(School should indicate if courses are taught by school personnel or an embedded instructor from a university.)*

TUITION: Funds may be used to reimburse tuition fees for dual credit classes, on the Core Transfer Library list, not to exceed the advertised rate in the MOU (Memorandum of Understanding) between the institution and school corporation. Each school corporation will provide HCCF with a copy of their signed MOU for each semester.

BOOKS: Funds may be used to purchase or rent student dual credit books, not funded by another entity, for dual credit classes on the Core Transfer List not to exceed \$100 per student per class. Reimbursement will only be provided based on invoice from the provider company. If dual credit books are purchased, they are to become the property of the school corporation. Students or families are not to be charged rent or fees for dual credit books purchased with HCCF Dual Credit funding. Purchased dual credit books used in subsequent dual credit classes will not be funded again.

CERTIFIED TEACHERS: Each school corporation must annually submit their incentive program and compensation model encouraging teachers to become dual credit certified. Before the end of the current school year, school corporations must send a list of their teachers' names certified to teach dual credit classes.

INSTRUCTOR PAY: Funds may be used to pay school corporation personnel for dual credit instruction only during actual class time outside of normal school hours at the staff member's verified contract hourly rate up to fifty dollars (\$50.00) plus .0765% per hour. No funds will be provided for class time if the instructor is being paid from any other source. No funding will be provided for other fringe benefit programs. No funding will be provided for proctors.

AP TESTING FEES: HCCF will reimburse any AP testing fees that are not allowed by other reimbursement programs. School corporations must submit a copy of the AP Exam Invoice to be considered for reimbursement.

SUPPLIES and EQUIPMENT: This grant will not pay for any supplies or equipment acquisition or repair. If needed, the school may seek supplies and/or equipment funding from HCCF via the grant process.

INSTRUCTOR TRAINING: No funding will be provided for any costs associated with training or certification of educators.

PROGRAM TERMINATION: Any violation of these conditions may result in the immediate termination of this agreement as determined by the HCCF Board of Directors. Contact the HCCF staff immediately if you are uncertain about any reimbursable expense or other condition in the Grant Agreement or this Appendix.

REPORTING: Each school corporation must submit a copy of the first ADM report of the school year. This report is used as a reference and for the Dictionary Project. Required 6-month and final report forms should include details about dual credit courses funded through HCCF. In addition, schools should report the number of credits for other dual credit (not covered by HCCF funding) earned each semester to provide a true account of the number of dual credit classes offered in Harrison County. Other reporting may be requested.

DUAL CREDIT CLASSES OUTSIDE NORMAL SCHOOL HOURS: *HCCF may allow dual credit courses and instructor costs during non-traditional school hours. These dual credit classes will require prior approval by HCCF.*