



# DUAL CREDIT ASSISTANCE APPLICATION

BANK OF NORTH DAKOTA  
COLLEGE PLANNING CENTER  
SFN 60348 (04-2019)

Bank of North Dakota (BND) is accepting applications from eligible students for financial assistance to pay for dual credit courses. Funding may be limited. Applications will be considered by date submitted. Approved students may receive assistance for up to two (2) courses per academic school year. **See Page 2 for eligibility, instructions and application process, and other important information.**

**Important: Complete all fields for course(s) taken or processing will be delayed!**

## STUDENT INFORMATION

Student Legal Last Name	First Name	Middle Initial	
Mailing Address	City	State	ZIP Code
Email Address	Student Telephone Number (include area code)		
Year in School ( <i>grade when class will be taken</i> ) <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Date of Birth (mm/dd/yyyy)		
Name of High School Attending*			
Mailing Address	City	State	ZIP Code
Student Signature			Date (mm/dd/yyyy)
Parent/Guardian Signature			Date (mm/dd/yyyy)

\* If student is completing a home education program, please list "Home Educated" or name of home school in this field.

## COURSE 1

College Course Title	College Course Number	College Semester Hours ( <i>check one</i> ) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of College/University Where Course is to be Credited			
Mailing Address	City	State	ZIP Code
School Semester Course is Taken ( <i>check one</i> ) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	School Year Course will be Taken (example: 2019-2020)		

## COURSE 2

College Course Title	College Course Number	College Semester Hours ( <i>check one</i> ) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Name of College/University Where Course is to be Credited			
Mailing Address	City	State	ZIP Code
School Semester Course is Taken ( <i>check one</i> ) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	School Year Course will be Taken (example: 2019-2020)		

## TO BE COMPLETED BY SCHOOL OFFICIAL

Certify Applicant is <b>ELIGIBLE</b> for Free or Reduced Price Lunch ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Superintendent or Designee Name	Title of Designee
Telephone Number (include area code)	Email Address
Superintendent or Designee Signature	Date (mm/dd/yyyy)

## **Eligibility and Assistance Highlights**

To be eligible, a student must:

1. Be a current sophomore, junior or senior attending a North Dakota high school, or student completing a North Dakota home education program.
2. Receive authorization from high school to take approved dual credit course.
3. Qualify for free or reduced price lunch.
4. Submit application for assistance to BND during the course enrollment process.

Costs covered by assistance:

1. Application fee (if applicable)
2. Tuition and fees
3. Books (with shipping costs, if applicable)
4. Assistance will be reduced by waivers or other assistance student receives.
5. ***Student may not receive assistance to retake a course.***

## **Instructions and Application Process**

1. Student attending a North Dakota high school work with a school official and/or or parent/guardian to complete the application.
2. Student completing a North Dakota home education program work with a parent/guardian to complete the application. To verify eligibility, submit the first two pages of parent/guardian's federal tax return.
3. ***Important: Complete all fields for course(s) taken or processing will be delayed!***
4. Submit application for assistance to BND during the course enrollment process and meet the fall, spring and summer submission application deadlines to BND (see below).
  - Fall - January 31\*
  - Spring - June 30\*
  - Summer - September 30\*

\* Note: If the deadline date falls on a weekend, the Friday prior to that date is the deadline date.

### **5. Mail, fax or email completed application to:**

Bank of North Dakota  
Dual Credit Assistance  
PO Box 5509  
Bismarck, ND 58506-5509

FAX: 701.328.5629

Email: [cpcgrp@nd.gov](mailto:cpcgrp@nd.gov)

Call 800.554.2717 or email [cpcgrp@nd.gov](mailto:cpcgrp@nd.gov) if you have questions.

6. After applications are received at BND, student will be sent notification of approval or denial for assistance.
7. The college campus will be notified to bill BND directly for application fee, tuition, fees and books less waivers or other assistance.
8. All assistance will be paid directly to the college campus through which the dual credit course is being taken. In the event of an overpayment to the college, any funds will be returned to BND.

***Assistance is not a loan; therefore, approved student will not be asked to repay funds.***