



## HIGH SCHOOL DUAL ENROLLMENT APPLICATION FORM

A student wishing to receive credit for their dual enrolled course must complete this application form. A separate application form must be submitted for each semester that a student wishes to enroll. Following is a checklist of all the documents that should be submitted to support this application.

- Passport photo
- Copy of the relevant pages of a valid e-passport displaying the expiration date and personal information including the student's complete name and date of birth or a copy of a valid certificate of identity
- Copy of National Insurance Board (NIB) Smart Card
- Valid Police Certificate (issued within the previous 6 months)
- Official high school transcript
- Copies of any academic certificates (BJC, BGCSE, SAT, CXC or others)
- Non-refundable \$30.00 BAMSI application fee (**for credited courses**)

**PART A: STUDENT INFORMATION** All information in this section is REQUIRED. Do not leave any field blank.

NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_/\_\_\_/\_\_\_  
Last First Middle

PHONE: \_\_\_\_\_ (MOBILE) \_\_\_\_\_ (HOME)

EMAIL ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**PART B: STUDENT SCHOOL INFORMATION**

I am submitting this form for the following semester and year (Must check one;

FALL       SPRING20\_\_\_\_\_

I am currently enrolled at the following high school: \_\_\_\_\_ Grade Level \_\_\_\_\_

**PART C: BAMSI COURSE SELECTION**

COURSE TITLE	TYPE OF COURSE		NUMBER OF CREDITS
	CERTIFICATE	CREDITED	
TOTAL NUMBER OF CREDITS			

**\*\*Note:** Dual Enrolled students are only eligible to register for three college credits per semester and/or one certificate course

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART D: HIGH SCHOOL APPROVAL (To be completed by Guidance Counsellor)**

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I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation for the course(s) listed and can benefit from advanced education at BAMSI. I have attached a copy of the student's official transcript.

\_\_\_\_\_  
Signature of Guidance Counsellor

\_\_\_\_\_  
Date

**PART F: STUDENT'S AGREEMENT**

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1. I understand that by enrolling in a course at BAMSI I acknowledge that it is a college level course and I am expected to perform at the same level as other registered students.
2. As a dual enrolled student at BAMSI I am responsible for complying with the rules and regulations of the college as published in the catalog and student handbook posted on the website at [www.bamsibahamas.edu.bs](http://www.bamsibahamas.edu.bs)
3. The grades earned at BAMSI become a part of my official academic record and can be applied towards a degree at BAMSI.
4. As an eligible student I can only enroll in a maximum of six credits and or one certificate court during my participation in the Dual Enrollment Program.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's name (**please print**)

**PART G: PARENT AGREEMENT**

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1. Students Responsibilities: Students must act on their own behalf. Parents, guardians, relatives or friends of a BAMSI students are not permitted to enroll, drop, or add classes on the behalf of the student. The same applies to the requesting of transcripts or grade verifications.
2. Student Records: Parents do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with the college's policies, student's college records will be released to parents only with written permission of the student.
3. Student Grades: The grade(s) your child earns in their dual enrollment at BAMSI will become a part of their permanent, official college academic record and will be applied to any degree that your child wishes to pursue at BAMSI upon graduation from high school.
4. Contacting Instructors: Your student is enrolled in a college level course and it is important to understand that the instructor works directly with the student. Instructors' are not required to discuss student performance or other student-related issues with parents.
5. BAMSI assumes no responsibility for supervision of minor students. The intent of the BAMSI's Dual Enrollment program is to provide educational enrichment opportunities for eligible high school students, and also to help ensure a smoother transition from high school to college for students.
6. All courses for this program will be delivered through an online method.

Your signature on this document certifies that you have read, understand and agree with the above policies and requirements. You understand that the credits earned through the dual enrollment program can only be used as credits towards a degree at BAMSI. Additionally, you are confirming that your son/daughter has the ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in BAMSI's courses.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Parent's name (**please print**)

\_\_\_\_\_  
Parent's Email Address and/or Phone Number

\_\_\_\_\_  
Date