

## **“POST-SECONDARY EDUCATION OPTION” PROGRAM**

Agreement between Bemidji State University and/or Northwest Technical College  
And  
The Participating School District

The intent of this agreement is to formalize procedure and policies regarding post-secondary courses enrollment by eligible school district students. The school board and the governing body of Bemidji State University and Northwest Technical College, hereafter referred to as “Institution” have elected to enter directly into a contract to provide courses and reimbursement as regulated by Minnesota Statute 124D.09.

1. The school district authorizes enrollment for eligible high school students in Institution courses located on campus. Remedial courses and courses with personal property/service charges over \$100 are not eligible for PSEO.
2. Eligible students must, at a minimum, rank in the upper 25 percentile of their high school class in order to participate. The Institution in collaboration with the school district if deemed appropriate can designate more stringent entrance requirements.
3. For each student participating in this program, the school district will provide the appropriate authorization forms to be certified by the Institution’s Office of Admissions. The form must contain a minimum of parental consent to attend courses, school district verification of eligibility and Institution confirmation of enrollment.
4. School districts will be billed at the rate established by the Department of Education, currently \$221.87 per credit hour. This rate is inclusive of all tuition, fees, texts and personal property/service charges as listed in the class schedule. A copy of each completed registration form will be returned to the school district with the invoice requesting payment.
5. Credit for refunds due to individual courses or complete Institution withdrawal will be issued according to the same refund schedule accorded other Institution students. Rates charged and refund schedules are set by the Minnesota State University Board and subject to change without notice.
6. Payment is due thirty (30) days after the bill is issued.
7. The payment to the bookstore is the responsibility of the Institution. The books and materials are the property of the Institution and it will be the student’s responsibility to return the books to the Institution at the end of each semester. Upon request by the Institution, the school district will provide a reminder to the student(s) of their obligation to return their books. Unreturned books may be charged to the student at the used book price.
8. Room and board costs, if applicable, are the responsibility of the student.

This agreement is for the Institution's 2021-2022 Academic Year and is to be renewed on an annual basis by the written agreement of both parties. The official contact person and mailing address for each institution must be approved at the time both parties sign the agreement.

**SCHOOL DISTRICT:**

\_\_\_\_\_  
PSEO Contract Contact, Title and phone number

\_\_\_\_\_  
PSEO Billing Contact and Title

\_\_\_\_\_  
PSEO Authorized Signature and Title Date

\_\_\_\_\_  
Name of School District

\_\_\_\_\_  
Address City MN Zip Code

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE:**

\_\_\_\_\_  
Tammy Rogers, Accounting Technician Date  
University Contact

\_\_\_\_\_  
Ronald Beckstrom, Authorized Signature Date  
Business Manager

Bemidji State University/Northwest Technical College  
Accounting Services, # 5  
Tammy Rogers  
1500 Birchmont Dr. NE  
Bemidji, MN 56601-2699