

## Post-Secondary Enrollment Options Contract

Between ISD #2609 and

### Northland Community & Technical College

August 1, 2024

ISD #2609 (hereafter referred to as the "District") and Northland Community & Technical College, 1101 Hwy 1 E, Thief River Falls, MN 56701 (hereafter referred to as the "College") enter into this Contract through a by-pass of the Post-Secondary Enrollment Options (PSEO) program as allowed in Minnesota Statutes 2021, section 124D.09.

This Contract shall be reviewed and appropriately modified on an annual basis. Lacking a renewal, this Contract will be deemed null and void.

**Participation Requirements:** Eligible students for the Post-Secondary Enrollment Options program (PSEOP) are the same students defined in the MN Department of Education's PSEO Reference Guide. Similarly, the various policies, procedures, and practices for maintaining productive PSEO learning between the District and the College, currently in effect and jointly established, remain in effect unless specifically modified in an attachment to this Contract.

1. The student must complete the PSEO Program Application and Notice of Student Registration Form with the assistance of the appropriate high school staff and submit forms to the Admissions Office at Northland Community & Technical College.
2. Eligible 10<sup>th</sup> grade PSEO students who have passed or met the 8<sup>th</sup> grade reading standards set by Minnesota Comprehensive Assessment (MCA) and have met any additional prerequisites or course enrollment standards established by the college, including but not limited to assessment test scores, program admissions, or other requirements, will have access to a single career and technical course on a space availability basis. Successful completion of the single designated career and technical course, for eligible 10<sup>th</sup> grade PSEO students, may allow for enrollment in additional courses.

#### Financial Considerations:

1. The College will invoice the District at the standard rate of:

\$241.33 per college credit hour per student.

This amount being equal to that which the State will currently pay a post-secondary institution engaged in PSEOP. This rate will change as the State standard rate changes. The current rate includes tuition, fees, and textbooks; textbooks are owned and are the property of the College.

- Courses which have additional course/program tuition/fees for non-consumable items or services will be the responsibility of the registering student, as set forth by the College fee schedules. Specific high-cost courses will be blocked for PSEO students at the time of registration. Courses include, but are not limited to, courses which have extraordinary expenses in travel, room, and board, etc.
- Courses in limited areas may be restricted for registration by PSEO and will be posted on the Northland website at <https://www.northlandcollege.edu/admissions/pseo/>
- Career and technical programs, which may have tool and implement costs, will be borne by the registering student or the District, as determined by the District.

- Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by-student basis via a separate agreement.
- Developmental courses are not covered by the PSEO contract.

2. By October 15 of each Fall Semester, and by March 15 of each Spring Semester, the College will invoice the District for the amounts agreed to above. The District will remit required payment no later than November 30 and April 30 of each year, respectively.

**Other Conditions:** Dropping and withdrawing from College classes by District high school students under this Contract will be governed by the following:

- Official or unofficial withdrawals within ten business days of a Fall or Spring College semester start date will generate no charges.
- Official or unofficial withdrawals after the ten business days of a Fall or Spring College semester will generate full charge and, consequently, full payment by the District.
- For classes starting after the first five days of the semester, the student will have one business day after the first day of class to drop without penalty. Withdrawals after the first business day following the first class day will generate full charge and full payment by the District.
- Students will be subject to policies and procedures of Northland Community and Technical College.
- **Textbooks must be returned to the college during the college’s finals week each semester.**

In agreement to this contract, effective for the 2024-2025 Academic Year, the following signatures are affixed:

Superintendent (or designee)	Date	Northland Vice President	Date

School District Billing Address:

Win-E-Mac School  
 23130 345th St Se  
 Erskine, MN, 56535-9468

Attn: Accounts Payable

District PSEO Contact Person	Telephone #	Email Address

Return To:

Northland Community & Technical College  
 c/o: PSEO  
 1101 Hwy 1 East  
 Thief River Falls, MN 56701

Northland Billing Contact: Sara Kleinvachter: 218.793.2591 or [sara.kleinvachter@northlandcollege.edu](mailto:sara.kleinvachter@northlandcollege.edu)  
 PSEO Coordinator: Lisa Gunderson: 218.683.8551 or [lisa.gunderson@northlandcollege.edu](mailto:lisa.gunderson@northlandcollege.edu)