



## BUSINESS OFFICE

**"POST-SECONDARY EDUCATION OPTION" PROGRAM**

**Agreement between Bemidji State University and/or Northwest Technical College  
and  
Participating School District for Postsecondary Enrollment**

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 by eligible high school students in College courses located on campus. Remedial courses and courses with personal property and/or service charges over \$100 are not eligible for PSEO.
2. Eligible students must, at a minimum, rank in the upper twenty-five percentile of their high school class to participate. The College in collaboration with the School District, if deemed appropriate, can designate entrance requirements.
3. For each student participating in this program, the school district will provide the appropriate authorization forms to be certified by the College's Academic Success Center. The forms must contain a minimum of parental consent to attend courses, school district verification of eligibility, and College confirmation of enrollment.
4. The School District will be billed at estimated amount of \$263.37 per credit hour. The reason for estimation is if the legislature were to change the amount of General Education Revenue. This rate is inclusive of all tuition, fees, and course fees (except private music lesson fees) 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 College withdrawal will be issued according to the same refund schedule applying to other College students. Rates are charted and refund schedules are set by the Minnesota State College Board and subject to change without notice.
6. Payment on billings is due thirty (30) days after the bill is issued.
7. Payment to the bookstore is the responsibility of the College. The books and materials are the property of the College, and it will be the student's responsibility to return the books to the College at the end of each semester. Upon request by the College, the school district will provide a reminder to the student(s) of their obligation to return their books. All unreturned and/or damaged book(s) are the responsibility of the student. In the event the student does not return the books or materials to the College bookstore, the School District will assist in the retrieval of said books.
8. Room and board costs, if applicable, are the responsibility of the student.

Office: 218-755-2012



This agreement is for the College's 2025-2026 academic year and may be renewed on an annual basis by the written agreement of both parties to extend. The official contact person and mailing address for each institution must be provided at the time both parties sign the agreement.

**SCHOOL DISTRICT:**

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

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

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

Northome Public School  
PO Box 465  
Northome, MN 56661-0465

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

\_\_\_\_\_  
Sharon Olson, Accounting Technician      Date  
College Contact Person and Title

\_\_\_\_\_  
Heidi M. Christiansen, AR & Cashier Supervisor      Date  
College Authorized Signer and Title