

**MEMORANDUM OF AGREEMENT**  
**ONLINE COLLEGE IN THE HIGH SCHOOL**  
**2026–2027 SCHOOL YEAR**

This Agreement is entered into by and between **Alexandria Technical and Community College, Northland Community and Technical College**, and **Northwest Technical College** (collectively referred to as "the Colleges") and ("the School District") for participation in the Online College in the High School (OCHS) program.

**WHEREAS**, the parties agree to comply with Minnesota Post-Secondary Enrollment Options (PSEO) Statute 124D.09 and the terms set forth herein;

**NOW, THEREFORE**, the parties agree as follows:

**I. Responsibilities of the School District**

The School District shall:

- Provide prospective students with information regarding the challenges, opportunities, and requirements of online college coursework.
- Verify that students meet minimum GPA or qualifying test scores; administer Accuplacer testing for students who do not meet eligibility requirements.
- Limit first-semester enrollment for qualified sophomores to one Career and Technical Education (CTE) course.
- Designate a coordinator (not required to be faculty) to manage student enrollment with a secure log-in through the OCHS portal, monitor student progress, and ensure engagement with online courses. Grades may be reviewed via request for student to login to D2L Brightspace.
- Notify OCHS staff of any coordinator changes to ensure training and portal access.
- Ensure students have appropriate technology and internet access.
- Communicate with OCHS staff when students are doing poorly to ensure well informed decision making regarding satisfactory academic progress.
- Allow students to request removal of FN grades and conversion of FW grades to W within the withdrawal period.

**II. Responsibilities of the Colleges**

The Colleges shall:

- Provide coordinator training at no cost to the district.
- Offer a selection of Minnesota Transfer Curriculum (MNTC) and CTE courses based on district requests and enrollment viability.
  - Certain CTE courses may include non-high school students to maintain minimum enrollment.
- Issue invoices approximately 60 days after the start of each term.
- Monitor satisfactory academic progress each term and notify coordinators of students on warning or suspension status. Students with unsuccessful appeals will be dropped from future OCHS courses.

### III. Fee Structure

#### 1. Tuition:

- Total instructional cost of **\$3,750 per credit** is prorated on a per seat/credit basis to each participating school district each term based on their individual student enrollments.
- The cost per credit invoiced to high schools over the last 10 years has averaged **\$130 per credit** (cost is generally lower in the fall and higher in the spring).
- **Not to exceed** \$164 per credit.

#### 2. Billing and Payment:

- The School District will be invoiced within 60 days of term start.
- The School District shall remit payment within 30 days of invoice receipt.
- Districts will be responsible for payment of registrations dropped **7 days or less** before term start **unless** they are replaced by another enrollment—whether by the same or a different student, in the same or a different course—within the first five days of the semester.
- Districts in the Pine to Prairie Perkins Cooperative will incur an additional 3% per credit for indirect costs.

#### 3. Textbooks:

- Colleges will endeavor to use free open educational resources when practicable to minimize costs.
- Districts will incur the cost for required books and materials based on course enrollment.
- Unopened materials can be returned without charge in the first three weeks of the term.
- A book buyback option is offered at the end of every term.

### IV. Term and Compliance

This Agreement is effective for the 2026–2027 school year. By signing below, the parties affirm compliance with MN PSEO Statute 124D.09 and the terms herein.

**School District Superintendent:** \_\_\_\_\_

Date: \_\_\_\_\_ School District: \_\_\_\_\_



**Alexandria Technical and Community College President:** \_\_\_\_\_

Date: 1/29/2026



**Northland Community and Technical College President:** \_\_\_\_\_

Date: 2/2/2026



**Northwest Technical College President:** \_\_\_\_\_

Date: 1/30/2026