

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