



Student Finance - 7120  
 Lansing Community College  
 309 N Washington Sq, Suite 200  
 Lansing, Michigan 48933  
 Phone: (517) 483-1284  
 Email: LCC-HSDualEnrollment@star.lcc.edu

**DUAL ENROLLEE BILLING AUTHORIZATION**

TO: Lansing Community College Student Finance Office

FROM: \_\_\_\_\_  
 (School Name)

\_\_\_\_\_  
 (Student Name) (Student Date of Birth or LCC ID)  
 is one of our students and meets the conditions outlined in Section 21B of State School Aid Act of 1979, as amended by PA336, 1993, and is currently eligible for dual enrollment in Lansing Community College classes.

It is understood that Lansing Community College will transmit a bill to our district, detailing the tuition and fees of the dually enrolled pupil for all courses pre-approved by our school district listed on this memorandum. We acknowledge that our district is responsible for the lesser amount of (1) the actual charge for tuition and fees; or (2) the student's foundation allowance, adjusted to the proportion of the school year the student attends our school district. The parent or guardian is responsible for the remainder of the tuition and fees, if any.

**We understand that the school district is responsible for payment of tuition and fees even if the student drops classes during LCC's 50% refund period or LCC's 0% refund period.**

**Semester/Year Authorized for Billing:** \_\_\_\_\_  
**Maximum Amount Authorized: (Select Only One)**  
**\$\_\_\_\_\_ /Per Approved Course OR \_\_\_\_\_ All Tuition/Fees Covered**

Name(s) of Approved LCC Course(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If there are any questions, please contact \_\_\_\_\_  
 (Name/Phone of School Authorizing Billing)

The individual signing this authorization has full authority to approve the agreement and acknowledges the rights and responsibilities of the billing authorization and payment to Lansing Community College

\_\_\_\_\_  
 (Date) (Printed Principal's name) (Principal's Signature)

**Please note:** This form must be entirely completed. If not complete, the form will be returned to the high school. New billing authorizations are required when changes occur.