



# Big Sandy Independent School District

401 Wildcat Drive, Big Sandy, TX 75755 P (903) 636-5287

## Big Sandy High School Dual Credit Reimbursement Request

Student: \_\_\_\_\_ Student ID # \_\_\_\_\_

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

Payable to: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
(Parent's Name)

Dual Credit Course Taken	Amount Paid (not covered by scholarship)	Final Grade	Amt. of Reimbursement	Verification (Office Use only)

Only courses paid for **without** scholarship/financial aid/FAST are eligible for reimbursement. Payment will only be issued with completed form, copy of final grades, and account summary reflecting that the student or parent has paid all tuition and fees in full. Allowable reimbursements: Juniors- 1 course per semester Seniors- 2 courses per semester

**Reimbursement Rate -\$58.52 per credit hour**

**For 2025-2026 reimbursement, this form must be submitted by 3:00 p.m. on February 6th for the Fall Semester and May 21<sup>st</sup> for the Spring semester. Late or incomplete forms will not be accepted and students/families will forfeit reimbursement for that semester.**

**All requests for reimbursement must include:**

1. **Completed form Big Sandy High School Dual Credit Reimbursement Request**
2. **Account summary of payment (this needs to come from your KC portal directly)**
3. **Copy of final grade summary (this needs to come from your KC portal directly)**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Dir. of Special Programs Signature \_\_\_\_\_ Date Received \_\_\_\_\_ Time: \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

Total Reimbursement Amount: \_\_\_\_\_ Req. # \_\_\_\_\_

Business Office: Check # \_\_\_\_\_ Mail out Date: \_\_\_\_\_

## Procedure for Dual Credit Reimbursement Forms:

Upon completion of the course(s) a student will be reimbursed for the cost of their tuition at a rate of \$58.52 per credit hour plus any lab fees (Junior- 1 course per semester, Seniors 2 courses per semester). Students will be required to submit their transcript/grade report from the college showing they earned "C" or better to the Director of Special Programs. **Any grade below a "C" will not be reimbursed.**

1. Information distributed to all DC students with clear deadlines and a copy of form.
2. **It is 100% student responsibility to complete the form and attach necessary paperwork by deadline. Please make sure paperwork includes your name and ID#. This is important for the Business Office to process your check properly. NO LATE or INCOMPLETE forms will be accepted. LATE OR INCOMPLETE forms forfeit right to reimbursement.**
3. Students will turn in forms with documentation to the high school office.
4. Assigned BSISD administrator will check forms for accuracy and completed attachments. Forms that are incomplete or do not have attachments will be returned to students.
5. All completed and accurate forms that meet the deadline will be submitted for approval
6. Form will then be submitted to the Business office for reimbursement check.
7. Business office will issue reimbursement checks and mail to address on form.