

## Application Process

All Dual Enrollment students must have an application on file. If you have never taken a course with Trine University, you will need to apply by following the steps below.

1. To get started, you will fill out the [dual enrollment application](#).

### Trine University Dual Enrollment Application

#### BIOGRAPHICAL INFORMATION

First Name

Middle Name

Last Name

Birthdate

Sex

#### CONTACT INFORMATION

Mobile Phone Number

Email Address

School Email Address

Mailing Address

2. Once you have completed the “Trine University Dual Enrollment Application” and click submit you will be taken to a thank you page with links. Please click on the “Dual Enrollment Student Agreement Form link”. If you accidentally exit this page you will also be emailed the link.

### Trine University Dual Enrollment Application



Thank you for your interest and application for Trine Dual Enrollment. Please complete the [Dual Enrollment Student Agreement Form](#). Also begin working with your guidance department to have your counselor send us your high school transcripts. High school transcripts must be submitted directly from your guidance counselor to [dual-enrollment@trine.edu](mailto:dual-enrollment@trine.edu).

Once we receive those documents, we will review your application and determine your eligibility. If you are accepted, we can begin enrolling you in your Trine Dual Enrollment course(s) immediately.

Again, thank you for your interest in Trine Dual Enrollment; if you have any questions please feel free to reach to our office at any time.

**Samantha Fulton**  
Director of Dual Enrollment  
Trine University  
One University Avenue  
Angola, IN 46703-1764  
1 (260) 665-4311

3. You will be taken to the Dual Enrollment Student Agreement form. All of your information will automatically appear. Please read the information and check the “I agree to the above terms” box. Then click update.

#### Dual Enrollment Student Agreement Form

Submitted: 04/11/2024

Trine ID:

First Name:

Last Name:

**Dual Enrollment Student Expectations**

All students registered for a course through the Trine University Dual Enrollment are expected to:

- Follow the policies given within the syllabus of each instructor and the Dual Enrollment Student handbook.
- Utilize the Trine University student email account.
- Complete all assignments and courses additional through the Dual Enrollment staff.
- Address academic concerns with the instructor before seeking outside assistance.
- 30000

All Dual Enrollment students/parents or guardians understand and agree to the following:

- The parent/guardian (including parent/guardians of students receiving free and reduced lunch) is responsible for full payment of all tuition by the due date given, incurred during any academic year.
- Books will be mailed under the student's name to the address submitted on the application.
- Dual Enrollment tuition is \$2000/000 per Academic Experience semester. (500/1500) 3 credit hours (125 - 475). \$500/000 per for Campus Experience. \$500/000 per for Campus Experience.
- The cost of the textbook varies from course to course. Please review the textbook requirements at <https://www.trine.edu/online/onlinebooksandcoursematerials>.
- No payment plans are offered to Dual Enrollment students.
- There are no refunds after the assigned drop date (see our [academic calendar](#)). If a student drops a class after the period, tuition fees remain on the student's account.
- Tuition not paid in full by the due date indicated on the student's invoice, will be considered delinquent.
- A student will not be permitted to register for a new semester until a payment balance.
- The transcript will remain on HOLD if a student has an outstanding financial obligation to the University.
- Nonpayment and/or nonattendance do not constitute withdrawal from classes but will result in the student being dropped from the Dual Enrollment program, and credit will not be granted upon successful completion of the course.
- Trine University is authorized to discuss the student's financial account with parent/guardians.

**Disclaimers**

All Trine University Dual Enrollment Program questions can be directed to the participating high school guidance counselor, course instructor, or the Dual Enrollment Staff.  
Dual Enrollment - Phone: 260.665.4311 or E-mail: [dual-enrollment@trine.edu](mailto:dual-enrollment@trine.edu)

This form is the official agreement between Trine University Dual Enrollment and students and parent/guardians. By checking the box below, you are stating that you understand and agree to the policies and procedures described in this document (updated Nov 2023).

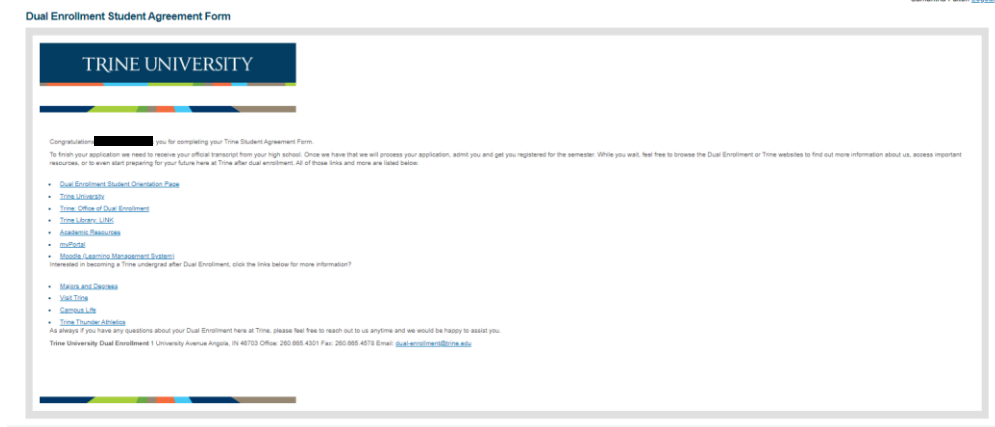
By checking the box below, I am stating that I understand and agree to the policies and procedures described in the Parent/Guardian & Student Agreement Form. A Student and parent/guardian (including parent/guardians of students receiving free and reduced lunch) will submit course payment by the due date on the bill received from Trine University's Business Office. All payments are to be made to Trine University online, in person, or check by mail.

I agree to the above terms.

Update

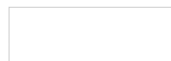
# TRINE UNIVERSITY DUAL ENROLLMENT

4. Once you have completed the student agreement form you will be taken to the next page. This page will have links to resources. You may want to bookmark this page to reference later.



5. If you did not enter your social security number you will be sent a reminder text and the following email. This email will provide a secure link to enter your SSN#.

**From:** Trine University Office of Dual Enrollment <dual-enrollment@trine.edu>  
**Subject:** Trine University DE Missing SSN  
**Date:** April 5, 2024 at 9:50:08 AM EDT  
**To:** [redacted]  
**Reply-To:** dual-enrollment@trine.edu



Dear [redacted]

Below you will find a secure link to provide your social security number. This form is being sent to you because you did not provide this information at the time you filled out the dual enrollment application with Trine. Please be sure to provide this information as soon as possible so we can complete the application process.

[SSN Form](#)

Please reach out to the dual enrollment office if you have any questions.

**Samantha Fulton**

**Director of Dual Enrollment**  
Trine University  
One University Avenue  
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6. Lastly your guidance counselor will need to send in your official transcript through Parchment to Trine University.