

# Minnesota State Community and Technical College

Verndale

TO: School District Representative

FROM: Kristy Wagar, Central Accounts Receivable Office  
Minnesota State Community & Technical College  
Phone: 218-299-6509

KKW

Please find enclosed a post-secondary administration contract for the 2018-2019 school year.

The Central Accounts Receivable Office at Minnesota State Community & Technical College (M State) campus manages the contracting with the school districts and manages the semester billing for the Post-Secondary Option students at the M State campuses - Detroit Lakes, Fergus Falls, Moorhead, Wadena and Distance Ed Online .

You have two options in regard to the billing process:

- Your school district will be billed directly by Minnesota State Community & Technical College for the student costs of attending under the PSEO option
- OR -
- The college will receive reimbursement directly from the Dept of Education for the student costs of attending under the PSEO option

PLEASE MARK THE PAYMENT OPTION THAT YOUR HIGH SCHOOL CHOOSES:

       **BILL THE HIGH SCHOOL DIRECTLY**

If you choose this option, read the enclosed contract carefully. Complete the signature line, date line, and billing address at the bottom of the contract and return in the envelope provided. You will be receiving a billing approximately 6 weeks into the semester.

       **RECEIVE REIMBURSEMENT DIRECTLY FROM THE DEPT OF ED**

If you choose this option, complete the information below and return this letter in the envelope provided. **Do NOT return the enclosed contract!**

NAME OF SCHOOL DIST \_\_\_\_\_

City \_\_\_\_\_ Date \_\_\_\_\_

School Dist Rep Signature \_\_\_\_\_



Detroit Lakes  
900 Highway 34 East  
Detroit Lakes MN 56501-2698  
218.846.3794 fax

Fergus Falls  
1414 College Way  
Fergus Falls MN 56537-1000  
218.736.1510 fax

Moorhead  
1900 28th Avenue South  
Moorhead MN 56560-4899  
218.299.6810 fax

Wadena  
405 Colfax Avenue Southwest  
Wadena MN 56482-1447  
218.631.7901 fax

A member of the Minnesota State system  
and an Equal Opportunity Educator / Employer.

Toll Free: 877.450.3322

minnesota.edu

Minnesota State Community and Technical College  
PSEO ADMINISTRATION CONTRACT/ FY2019

Minnesota State Community and Technical College and Verndale School District (I.S.D.) have determined that secondary students who have attained junior or senior rank benefit from a post-secondary educational experience and, therefore, have entered into this contract for services. It is understood that this contract in no way limits the liability of the high school as the primary educational provider.

The cost to provide this educational service will be determined as follows:

1. Tuition shall be billed at the rate of \$191.05 per credit, which includes a \$.35 per credit association fee.
2. Books, supplies, uniform fees, etc shall be billed at the normal college or bookstore rates. In addition, all other established course charges shall be the responsibility of the school district. Tools will not be billed as part of this contract.
3. The school district will ensure that any student taking courses that require a laptop computer will have adequate computing resources provided to them by the I.S.D. or through their own resources to meet the course requirement.
4. Students may not register for a number of credits that would cause an overload status.
5. Tuition, books and supplies will be billed out on a semester basis and shall be paid by the I.S.D. within 30 days of billing.
6. Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by- student basis via a separate agreement.
7. Students will be subject to the policies and procedures of Minnesota State Community and Technical College.
8. The student must complete and submit the POST-SECONDARY ENROLLMENT OPTIONS PROGRAM FORM with the assistance of the appropriate high school staff to the Admissions Office at the appropriate MSCTC Campus.

The above named school district authorizes Minnesota State Community and Technical College to provide educational services for the school year beginning July 1, 2018 and ending June 30, 2019.

\_\_\_\_\_  
School District Authorized Representative

\_\_\_\_\_  
Minnesota State Comm. and Tech. College Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

School District Billing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN TO: Minnesota State Community  
and Technical College  
Central Accounts Receivable  
1900 28<sup>th</sup> Avenue South  
Moorhead, MN 56560

ATTN: \_\_\_\_\_