



**Financial Aid
Dual Enrollment (DE) Authorization Form**
Instructions

This form is required if you are seeking approval for Kapi`olani CC (KCC) financial aid funding for a course(s) that you are taking at another University of Hawaii (UH) system campus.

To be eligible:

- KCC must be declared as your “Primary Home Institution.”
- You must be enrolled for a minimum of six (6) credits at KCC.
- Only courses that are required for the *official* KCC degree that you are currently seeking will be approved. Official KCC degree is the program that is attached to your student record.
- You must not have passed the course previously at KCC.
- You must only be receiving financial aid funding from KCC.

You must also be aware of the following:

- ✓ **Although we may provide authorization for these courses, YOU are required to submit tuition and fee payment to the other UH campus' Cashier's Office by their tuition deadline.**
- ✓ If authorization is approved, your enrollment level will be based upon your “total” credit hours taken at KCC and any other UH campus to determine your financial aid eligibility (i.e. 9 credits @ KCC + 3 credits @ HCC = 12 credits = full-time financial aid eligibility). However, if you are awarded assistance that will only cover tuition (Achievement, Centennial, Opportunity, Pacific Islander, International Grants and tuition waivers) it will only cover your KCC tuition charges up to the value of the award.
- ✓ To earn an associate's degree at KCC, the final 12 credits must be earned at KCC.

If ALL of the above criteria are met, follow the steps listed below:

1. Complete the Dual Enrollment Authorization Form on the back of this sheet.
2. Meet with your academic counselor to review your credits and complete the '**Academic Counselor Use Only**' section.
3. Submit the completed form to the Kekaulike Information & Service Center at `Ilima 102.
4. If approved, upon completion of the course, it is your responsibility to submit a *Transcript Evaluation Request Form* to transfer that course(s) back to KCC. The form is available at the Kekaulike Information & Service Center, Ilima 102 or at <http://www.kcc.hawaii.edu/page/kiscdocs>

Financial Aid
Dual Enrollment (DE) Authorization Form
(to be completed by student and academic counselor)

Name (Last, First, M.I.): _____ UH ID or SSN: _____

Official Kapi`olani Community College Major/Degree: _____

SEMESTER (Fall 2008, Spring 2009)	UH CAMPUS (non-KCC campus i.e. WCC, HCC, LCC)	COURSE(S) (Alpha, Number, Title)	Number of CREDITS	KCC COURSE EQUIVALENT (i.e. ENG 100 = ENG 100; SP145 = SP181; ART 101 = KCC/AA/DA; POLS 110 = KCC/AS/SS)
i.e. Fall 2006	HCC	ART 101	3 cr	KCC/AA/DA

The course(s) I'm seeking approval is applicable toward my current **official** degree/major requirements as indicated above. At the end of the semester I will request and submit a *Transcript Evaluation Request Form* to transfer that course(s) back to KCC

Student's Signature: _____ Date: _____

Academic Counselor Use Only

I certify that the course(s) listed above is applicable toward the student's official current degree requirements, haven't been attempted at KCC and is transferable to Kapi`olani CC pending official evaluation by the KISC, Records Office.

Course(s) is applicable for the following KCC degree/major: _____

KCC Academic Counselor Signature: _____ Date: _____

(Print Name and Department) _____

Financial Aid Office Use Only

Official Major per SGASTDN: _____ Initials: _____ Date: _____

Approved? Yes No (reason): _____

Please return this completed form to:

Kekaulike Information & Service Center, `Ilima 102
4303 Diamond Head Road
Honolulu, HI 96816

4303 Diamond Head Road `Ilima 107
Honolulu, Hawai'i 96816-4421
Telephone: (808) 734-9555
Facsimile: (808) 734-9896
Email: kapfao@hawaii.edu
Website: www.kcc.hawaii.edu
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Institution