



Citizens Online High School

Dual Enrollment Program and Benefits

The purpose of the Dual Enrollment program is to allow your school to enroll a non-high school graduate to start your program and complete their High School diploma at the same time. In this Dual Enrollment program there is no need to turn away a non-high school graduate and lose a potential student.

No GED? No high school diploma? No problem. For various reasons, some people don't complete their high school education during their teen years, but that doesn't mean the road to higher education is forever closed to them. Students without high school credentials do have alternatives for starting a college career.

Steps to Setting Up Your Dual Enrollment Program

Step 1: Update all landing pages and marketing materials to make sure that students who are without a high school diploma or GED, know that there are options available to them for enrollment.

Step 2: Have the student go to the Adult Learning Page on the Citizens High School website and sign up as a student and register for the half-credit CHS Express Course. They will follow the instructions on how to sign up as a student and register for the course.

Step 3: Once they have signed up for the course, the career college will be notified of their enrollment in the CHS Express program.

Step 4: Upon receipt of enrollment notification, the career college will then enroll the student as a "concurrent enrolled" student in their institution. The career college will then enroll the student into 2-3 courses where they can earn 6 college credit hours.

Step 5: (For Title IV institutions) Once the student has completed their 6 credit hours, the career college can submit for Title IV funding through the Ability to Benefit Option of the Higher Education Act by showcasing that the student is concurrently enrolled in a connected adult education program, is being provided structured curriculum and support services, and there is industry collaboration. For more information on the utilization of the Ability to Benefit Option [click here](#) or see pages 1-15 in Volume 1 of the Federal Student Aid Handbook.

Benefits of Dual Enrollment

- Enrolls the student into the college at their peak time of interest
- Ensures the student has the desire and is committed to the program
- Allows the student to complete in a faster amount of time
- Provides the student with faster access to Title IV funds
- Creates a greater value proposition for career colleges that use Title IV

See Page 2 for frequent questions about the program.



FAQ

Q: Does my accrediting body allow me to accept students without a high school diploma?

A: Yes, your accrediting body will allow you to accept students without a high school diploma. Just in the same way you would accept a homeschool student or perhaps an international student.

Q: Can you use Title IV funding to support the Dual Enrollment Program?

A: Yes and no, while you are not allowed to use Title IV funding for high school education, a student may begin receiving Title IV after completing 6 credit hours of post-secondary education and be concurrently enrolled in an adult education program, such as [CHS Express](#).

Q: Can I still set up a dual enrollment program if my school does not receive Title IV funding?

A: Yes, while the school would not receive federal funding there are still many benefits to setting up a dual enrollment program, and it would increase the value proposition to the student by having a dual enrollment program in place. See our page on education funding sources for more information.

Q: Will CHS provide marketing materials to help me sell this to interested students?

A: Once you complete the form post on the [Career College Admin Page](#) you will receive marketing materials on both the Dual Enrollment page and information on CHS Express for your adult students.

Q: How long will it take for the student to complete their high school diploma?

A: Well, it depends. It will depend on how many credits the student is able to transfer in and earn during the CHS Express course. Some students are able to the Express course and within a couple of weeks, they complete the course and graduate. Other students will need to complete a few more courses and may take them a couple of months.

Q: When does CHS enroll students?

A: CHS enrolls students year-round and students who enroll online can start immediately.

Q: Does a student in the dual enrollment program have to take a high school course at the same time as a post-secondary course to receive ATB funds?

A: According to the FSA Handbook the student does not have to take the courses at the exact same time.