

Graceland University ACE Application and Registration Process

1. **Student completes the online registration form under the direction of School Personnel.**
2. **School personnel responsible for assuring that forms are completed, either completes the School Verification section by signing (electronically), dating and pushing the "Submit" button or by giving the student permission and instructions to complete the School Verification section.**

School District Verification

I verify that the school has on file parental/guardian and student signatures verifying completion of Administrative Rules 281- 22.3 and 281 -22.6; that the student information in Section I is accurate, and the student identified in Section I is eligible for participation in the Postsecondary Enrollment Options Act.

Signature of Authorized School Official

Title

Date

3. **Schools will supply Graceland University with the roster of students completing Graceland's online registration that, then, becomes evidence of the School District's Verification:** *I verify that the school has on file parental/guardian and student signatures verifying completion of Administrative Rules 281- 22.3 and 281 -22.6; that the student information in Section I is accurate, and the student identified in Section I is eligible for participation in the Postsecondary Enrollment Options Act.*
4. **Schools collect and keep on file the following information:**

To Be Completed By Parent/Guardian

Parent/Guardian Name: _____ Email: _____

Address

Code Street City State Zip

Administrative rule 281-22.3 requires that a student anticipating enrollment under the Postsecondary Enrollment Options Act must inform the school district of the intent to participate and that the school district shall inform their students of the availability of the opportunity provided by the Act. We have received the information required under 381-22.3 and are aware that the above student is enrolling in postsecondary courses.

Administrative rule 281-22.6 requires the pupil, if over eighteen years of age, or the pupil's parent, guardian, or custodian to reimburse the school district for all costs directly related to all incomplete and non-credit course work. An eligible postsecondary institution shall make pro-rata adjustments to tuition reimbursements based upon federal guidelines established pursuant to 20 U.S.C. 1091b.

We have received the information required under 281-22.3 and 281-22.6 and are aware that the above student is enrolling in postsecondary courses.

Signature of Parent/Guardian

Signature of Student

Date