



## Heating, Ventilation, Cooling and Refrigeration (HVAC-R)

1. Complete Sections I, II & III.
2. Return completed application and essay to your high school counselor to review, approve and sign. Counselor will attach most current academic transcript and attendance profile. Counselor should then email scanned application with transcript, attendance, etc. to DCTC at: [melliott@dctc-cte.org](mailto:melliott@dctc-cte.org).
3. **Applications are due on or before April 15, 2022. Applications received after that date may be wait-listed.**
4. Recommended minimum GPA is 2.5.

### **Section I – Must be completed by the student.**

Date: \_\_\_\_\_ Home School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Name (first, middle and last): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_Female \_\_\_Male U.S. Citizen: \_\_\_Yes \_\_\_No

### **Section II – Must be read, initialed & signed by both the parent and student.**

High School students enrolling in college classes require a high level of maturity and course content that is geared towards adults. Students will be attending Henry Ford College (HFC) classes with individuals from diverse backgrounds and ages, and are required to function independently in the classroom both academically and socially.

\_\_\_ Upon program acceptance, students will be required to attend a mandatory spring HFC orientation. Students will also be required to submit an on-line HFC application to be assigned a HFC student ID and create a HFC email account necessary to register on-line for HFC classes. Failure to do so may result in cancellation of admission and/or registration.

\_\_\_ Class start date for HFC classes is late August (Thursday, August 25, 2022), before the high school start date.

\_\_\_ Per college policy and FERPA, HFC students are responsible to advocate for themselves and regularly check their HFC email account for HFC and course communications. College personnel are not permitted to disclose student information to an individual other than the student.

### **As an HFC/DCTC student at either the Henry Ford Main Campus or MTEC East Campus, I understand that:**

\_\_\_ Falsifying any part of the application may result in cancellation of admission and/or registration.

\_\_\_ If I register for any courses other than those approved on this application, I will be billed for those courses my school district does not cover.

\_\_\_ In the event the pupil fails to complete a course, MCL 388.514(9) and MCL 388.1904(9) states that the eligible pupil shall repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school district policy.

\_\_\_ Students who do not attend their HFC classes risk failure to pass and complete course which remains on their college transcript and can affect future financial aid.

\_\_\_\_ I am accountable for understanding the rules and regulations of DCTC, Henry Ford College and Riverview High School and will abide by them. I will maintain two academic calendars and email accounts both high school and college.

\_\_\_\_ First year students will be required to provide their own transportation to Riverview High School by 7:15 AM to take the bus to HFC. If they miss the bus, they may be dropped off at the assigned HFC program class location for an 8 am start. They will return to their home building on the normal DCTC PM bus schedule.

\_\_\_\_ Second year students will be required to provide their own transportation to the program. The class time will be from 12:15 – 2:30 daily.

*I certify that all answers on this application are complete and accurate to the best of my knowledge and I agree to become knowledgeable about DCTC, HFC and Riverview High School's rules and regulations and will abide by them.*

**Contact Information:**

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III - Student Essay: *Must be completed by the student, include additional page if needed.***

Please describe why you feel that the HVAC-R program is a good fit for you. (*No more than 250 words*)

Counselor's signature: \_\_\_\_\_

Home School: \_\_\_\_\_ Date: \_\_\_\_\_

**Due to DCTC: April 15, 2022**