



**PSEO Family Agreement Form**

Thank you for choosing the Postsecondary Enrollment Options (PSEO) program at Northwest Technical College (NTC). We are excited to support you as you take important steps toward your educational goals.

**All PSEO students at Northwest Technical College must adhere to the following guidelines:**

1. **Application Deadlines and Required Documents:** *First-time PSEO students* must complete the NTC PSEO Application, attend an informational event or meeting with an NTC PSEO Admissions Representative, and submit the Notice of Student Registration (NOSR) and Family Agreement forms. *For each subsequent semester*, students must attend a registration event or meeting and submit a new NOSR form. All required steps must be completed by May 30 for fall semester or October 30 for spring semester to ensure PSEO tuition and books are covered and to avoid the student being billed. Parents/guardians are encouraged to participate.
2. **Communication Responsibilities:** PSEO students are responsible for scheduling, preparing for, and attending required registration events or meetings each semester, as well as communicating with instructors, seeking academic support when needed, reading NTC emails, and contacting NTC PSEO Representatives with questions or requests for assistance. These responsibilities are consistent with expectations for all college students, and PSEO students are treated as college students at Northwest Technical College.
3. **Academic Eligibility Requirements:** PSEO students must maintain a minimum cumulative grade point average (GPA) of 2.0, evaluated each semester. Students who fall below the GPA requirement will be notified and provided an opportunity to submit an appeal. If an appeal is not received by the stated deadline or is denied, the student will be removed from current courses.
4. **Course Materials Responsibility:** PSEO students are responsible for obtaining all required course materials, including textbooks and supplies.
5. **Technology Expectations:** Students must meet NTC technology standards, including basic proficiency in the Microsoft Office suite. Students lacking proficiency are responsible for seeking assistance. NTC recommends coursework such as CPTR 1104 for preparation. Students should plan to use a computer with a Microsoft operating system (not a Chromebook or Mac). NTC computers are available during open campus hours.
6. **Information Sharing:** At the end of each semester, PSEO student transcripts are provided to the student’s home high school for academic recordkeeping. Students are responsible for communicating their course schedules and plans with their home high school when asked. If a student fails to do so, NTC may share scheduling information as needed.
7. **Release of Information:** To allow parent or guardian access to a student’s educational record or personal information, a signed Release of Information form is required, consistent with the Family Educational Rights and Privacy Act (FERPA).

*By signing below, I confirm that I have read, understand, and agree to the expectations outlined above.*

Student Name (printed): \_\_\_\_\_

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

Parent/Guardian Name (printed): \_\_\_\_\_

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