

Print Name: _____

Last Name, First Name



Charleston Bridge Participation Agreement

Charleston Bridge is a residential bridge program designed to allow you to matriculate to the College of Charleston (“College”) in the spring semester after successfully completing all program requirements.

TERMS AND CONDITIONS

The following Agreement describes the rights and responsibilities of Charleston Bridge participants. In order to participate, you must sign this form to indicate that you understand and agree to abide by all the provisions contained in this document. This is a binding agreement. If you do not understand this agreement, you are urged to seek the advice of a parent or guardian and/or a College of Charleston staff member.

THE UNDERSIGNED INDIVIDUAL(S), HEREBY AGREE(S) AS FOLLOWS:

- 1. Admission:** I understand that I am a Trident Technical College student and not currently a student at the College of Charleston. I understand that I may be qualified for admission to the College of Charleston in spring, contingent upon my successful completion of a full semester of coursework with Trident Technical College (TTC), earning a 2.6 cumulative GPA, and earning a minimum of 12 transferrable credit hours. I acknowledge that successful program completion includes using the Center for Student Learning services a minimum of three times and completing the Student Success Seminar. Determining successful completion of the program and spring admission to the College of Charleston is at the sole discretion of the College of Charleston. This decision will be communicated by email (sent to the CofC email account) in December following the end of the fall semester.
- 2. Student Communication:** I understand that it is my responsibility as a student to retrieve and read my email from both my Trident Technical College (my.tridenttech.edu) account and my College of Charleston Cmail account. I understand that I should use the appropriate campus email account to send email to college officials. I acknowledge that email and text messages will be primary forms of communication with me and I will acknowledge these messages when requested.
- 3. Program Withdrawal and Terms of Participation:** I understand that I will not receive a refund of the nonrefundable tuition deposit paid to College of Charleston. I may receive a pro-rated refund of tuition and fees if I withdraw from the program during the semester, according to published schedules. I understand that full withdrawal from all classes will result in a denial of spring admission to the College of Charleston.

- 4. Tuition and Fees:** I agree to pay all tuition and fees to Trident Technical College **no later than August 1, 2018**. Fees include TTC course fees, the Charleston Bridge program fee and the College of Charleston housing and meal plan fees. I understand that it is my responsibility to apply for any financial aid, if needed, (scholarships, grants and/or loans, both State and Federal) and to understand the terms of any aid that I am awarded. I understand that the Free Application for Federal Student Aid (FAFSA) as well as any financial aid information requested must be completed with Trident Technical College before August 1 and that I am responsible for paying any tuition and fee charges that are not covered by my financial aid award. I understand that TTC does not send hardcopy bills and I agree to monitor my balance due in TTC Express. I understand that TTC will not release my official transcripts to the College of Charleston or any other institution if I owe a balance.
- 5. Residence Hall:** I understand that I must follow the move-in and move-out protocol established by Campus Housing and Residence Life, and I must vacate the residence hall immediately if I withdraw from all classes, do not meet program requirements, or I am removed from the program during the semester. I understand that I will not receive a refund of housing fees in these circumstances. I agree that I will remove my belongings, follow the move-out protocol established by my resident assistant or hall director, and vacate the residence hall no later than **noon on December 14, 2018** if I am not admitted to the College of Charleston for the spring semester. I acknowledge that the College is not responsible for belongings left on the premises after vacating and is not obligated to hold items. I understand my assigned room and bed will be made available to another student if I do not meet program requirements.
- 6. Housing Contract:** I understand that the College of Charleston housing contract is for the academic year (fall and spring) and that I will be assigned a roommate who is also participating in Charleston Bridge. I agree to abide by the Campus Housing Contract, the Addendum to the Campus Housing Contract for Charleston Bridge, and the policies and procedures of Campus Housing and Residence Life. Residence hall violations will be addressed by the Department of Residence Life and the Division of Student Affairs and documented in an incident report. Violation of residence hall policies, being an involved party in an incident, or violation of fire and life safety policies may result in termination from the program. Residents are responsible for the actions of their guests. If a guest violates the alcohol or drug policy, or other residence hall policies, the resident may be subject to the conduct process and sanctions and may be terminated from the Charleston Bridge program. Residence Life staff members will be authorized to enter the suite to assess a situation and determine whether it may violate residence hall policies.
- 7. Student Conduct:** I understand that both the College of Charleston and TTC have policies, guidelines, and conduct regulations that I will be expected to comply with both on and off campus. I understand that any behaviors or situations that are found to be violations of the policies of either college may result in termination from the program or a denial of admission to the College of Charleston for the spring semester.

- 8. Ethical Behavior:** I understand that the College staff reserves the right to refer violators of any alleged charges/violations to the appropriate campus authorities, which may include the College of Charleston Department of Public Safety, the College of Charleston Dean of Students, or the Trident Technical College Vice President for Student Services.
- 9. Release of Academic and Disciplinary Records:** I agree to allow the College of Charleston and/or Trident Technical College to share all records with school officials when necessary for purposes of determining academic progress and program completion. These records may include disciplinary records.
- 10. Academic Dishonesty:** All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. It is the student's responsibility to understand what constitutes dishonesty and TTC's disciplinary policy regarding academic dishonesty. I understand that as a student, I must abide by the TTC academic and student codes in the fall. According to the TTC student handbook, cheating is defined to include the following:
 - a. Copying from another student's work.
 - b. Using unauthorized material during a test.
 - c. Substituting material written ahead of time for material required to be produced during a testing situation.
 - d. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
 - e. Substituting another student or permitting another person to substitute oneself during a testing situation.
 - f. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. In most cases, plagiarism consists of submitting written or electronic work as your own that was copied from another source and not cited. Plagiarism is not limited to words. In fact, any time you use someone else's ideas, images or words and fail to cite your source, you have committed plagiarism.
 - g. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.

Family Educational Rights and Privacy Act (FERPA) of 1974: Trident Technical College and the College of Charleston comply with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act protects the privacy of education records, and gives students the right to inspect and to review their education records. FERPA requires that a student provide written consent for a disclosure of personally identifiable information from education records, except to the extent that FERPA authorizes disclosure without student consent.

Charleston Bridge Participant Agreement - Statement of Understanding

I agree that if I do not complete the requirements or if I am suspended, terminated, removed or withdrawn from the Charleston Bridge program, I shall be solely responsible for all outstanding tuition and fees.

I understand that the College has the right to rescind an offer for spring admission based on information the College learns about my conduct and/or my grades or completion status, while I am a participant in Charleston Bridge program.

I have carefully read all of the provisions in this agreement and I agree to be bound by each and all of them, as indicated by my signature below. No representations, statements, or inducements, oral or written apart from the provisions of the agreement, have been made regarding the subject matter herein.

It is my expressed intent that this agreement shall bind me as a Charleston Bridge program participant.

Acknowledged, Consented, and Agreed to:

Name of Student (print): _____

Permanent Street Address: _____

City, State, Zip: _____

Telephone No.: _____

X _____

Signature of student

Date

(IF STUDENT IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST ALSO READ AND SIGN THIS FORM WHERE INDICATED BELOW)

I am the parent or legal guardian of the above named student, have read the foregoing Agreement, and I agree to be legally responsible for the obligations and acts of the student as described in this Agreement, and I further agree, for myself and for the student, to be bound by all of the terms, conditions, and obligations hereinabove in this legally binding document.

x _____

Signature of student

Date

x _____

Signature of Parent/Guardian

Date

Name of Parent/Guardian (print): _____

Relationship to Student: _____

Permanent Street Address: _____

City, State, Zip: _____ Telephone No.: _____