**Charleston Bridge Participation Agreement**

Charleston Bridge is a 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 PARTICIPATING IN CHARLESTON BRIDGE 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 spring admission to the College of Charleston contingent upon my successful completion of a full semester of coursework with Trident Technical College (TTC) and completing all program requirements. These requirements include earning a 2.6 cumulative GPA, earning a minimum of 12 transferrable credit hours, using the Center for Student Learning services a minimum of two times, and successfully 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 CoC 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 my Trident Technical College (my.tridenttech.edu) account and my College of Charleston account. I understand that I should use the appropriate campus email account to send email to college officials. I acknowledge that my campus assigned email(s) and phone text messages will be primary forms of communication and I agree to receive these messages and acknowledge these messages when requested. I understand that an email for my parent/guardian is required and they will receive program information via email.

3. **Program Withdrawal and Terms of Participation:** I understand that I will not receive a refund of the nonrefundable tuition deposit or housing application fee...
paid to College of Charleston. I may receive a pro-rated refund of tuition and fees from Trident Technical College 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 fall tuition and fees to Trident Technical College by **August 1, 2022.** 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 and that I am responsible for paying any tuition and fee charges that are not covered by my financial aid award. I understand that I must check my TTC email for messages regarding billing and that TTC does not send hard copy bills. 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. If I am not admitted for the spring semester, 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. 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 during the fall I will be assigned a roommate who is also participating in Charleston Bridge. I agree to abide by the Campus Housing Contract 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. The College of Charleston reserves the right not to admit students with reports regarding academic concerns, behavioral issues, violation of residence hall policies, involvement in illegal activities, violations of the honor code including plagiarism or submitting the work of others, or exhibit conduct that is threatening, harassing, violent, disruptive, abusive, discriminatory or causes the discomfort of others even if all program requirements are met.

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 Charleston Bridge Director, 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, copying another student’s work, plagiarism, failing to cite sources, 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.

**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. Release of Information forms can be found on the Charleston Bridge website at [https://nsp.cofc.edu/bridge/family-resources.php](https://nsp.cofc.edu/bridge/family-resources.php).

Students participating in Charleston Bridge must sign and submit the statement of understanding on page 4. Please retain pages 1-3 for your records.
Charleston Bridge Participant Agreement - Statement of Understanding

I agree that if I do not complete all program 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 the provisions in this agreement and I agree to be bound by the terms and conditions, 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.

______________________________________________
Complete the information below and submit

Acknowledged, Consented, and Agreed to:

Name of Student (print): ____________________________________________

Permanent Street Address: ___________________________________________

City, State, Zip: _____________________________________________________

Telephone No.: _____________________________________________________

Email: ______________________________________________________________

Parent/Guardian Email: _____________________________________________

X ________________________________
Signature of student

X ___________________________________________________________________
Date