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**OSFA-STATE: # 21-22:20**

**MEMORANDUM**

**TO:** Financial Aid Directors at Postsecondary Institutions Participating in State Scholarship and Grant Programs

**FROM:** Parker Campbell  
Director, State Scholarships and Grants

**DATE:** March 8, 2022

**SUBJECT:** Dual Enrollment Scholarship Program (DES)

The 2021 Florida Legislature passed Chapter 2021-160 (Senate Bill 52), which created the Dual Enrollment Scholarship Program (DES), and the 2021 General Appropriation Act appropriated \$15,550,000 for institutional reimbursements. The program was created to support eligible postsecondary institutions that provide dual enrollment opportunities to secondary students. Beginning with the 2021 fall term, reimbursements are available for tuition and related instructional material costs at eligible State University System institutions; Florida College System institutions; and district-sponsored career centers established under section (s.) 1001.44, F.S. Courses taken by private and home education program secondary students during the fall and spring terms and courses taken in the summer term by public, private, and home-education program secondary students are eligible for reimbursement.

**Eligible Students**

- Fall and Spring – private school and home-education secondary students.
- Summer – public school, private school, and home-education secondary students.

**Calculating Tuition Reimbursement**

Tuition reimbursements are calculated by multiplying the total dual enrollment hours enrolled (credit hours or clock hours) per student by the institutional cost per instructional unit shown below. Postsecondary institutions reporting both clock hour and credit hour courses should convert the clock hours at a rate of 30 clock hours for every 1 credit hour, and report only credit hours.

- State University System (SUS) = \$105.07/credit hour
- Florida College System (FCS) = \$71.98/credit hour
- District Sponsored Career Centers = \$2.33/clock hour

Suzanne Pridgeon  
Deputy Commissioner, Finance and Operations

### **Instructional Materials Costs**

Reimbursement for instructional materials costs from the fall and spring terms will be calculated based on reimbursement requests reported as of March 15, 2022. Reimbursement for instructional materials costs from the summer term will be calculated based on reimbursement requests reported as of July 15, 2022. Reimbursement is subject to available funds and is at the discretion of the Florida Legislature.

### **Reimbursement Reporting**

Postsecondary institutions may manually report reimbursement requests on the Office of Student Financial Assistance (OSFA) website by accessing the Dual Enrollment Reimbursement Request Report (RRR) or by using the RRR batch file process. Please refer to the attached RRR file layout for reference.

Each postsecondary institution is responsible for identifying and reporting each eligible secondary student's demographics, the enrolled postsecondary course name(s), the enrolled postsecondary course number(s), and the hours enrolled for reimbursement. Required student-level data includes the following:

- Student Identifier;
- Student Demographic Information;
- Student High School Type – Public (PU), Private (PR), or Home Education Program (HE);
- High School District Number – drop-down selection available when reporting manually; and
- High School Number – drop-down selection available when reporting manually.

Initial allocations will not be issued prior to the start of any term. Postsecondary institutions' submissions for reimbursement for 2021 fall and spring terms are required to be completed by March 15, 2022. Reimbursement submissions for the 2021 summer term are required to be completed by July 15, 2022.

Should you have questions regarding the Dual Enrollment Scholarship Program, you may contact Rashad Crawford via e-mail at [Rashad.Crawford@fldoe.org](mailto:Rashad.Crawford@fldoe.org) or at 850-245-1954.

PC/rc

Attachment: Dual Enrollment Reimbursement Request Report (RRR)

cc: Lou Anne Standley, Executive Staff Director  
Rashad Crawford, Program Specialist