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OSFA-STATE: #25-26:09

MEMORANDUM

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

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: August 14, 2025

SUBJECT: Dual Enrollment Scholarship Program (DES) – Fall/Spring Reimbursement Request Report (RRR)

Chapter 2025-198, Laws of Florida (L.O.F.) (General Appropriation Act), appropriated \$18,050,000 for the reimbursement of eligible dual enrollment expenses that include tuition and related instructional materials costs at public and specific non-public postsecondary institutions. Reimbursements are available for eligible students enrolled at postsecondary institutions within the State University System, Florida College System, and district-sponsored career centers established under section (s). 1001.44, Florida Statutes (F.S), and independent colleges or universities that are not for profit, are accredited by a regional or national accrediting agency recognized by the United States Department of Education, and confer degrees as defined in s. 1005.02, F.S.

Tuition and instructional material costs are to be reported and fully refunded provided that there are sufficient funds remaining. The deadline for DES reimbursement request submissions is to be no later than 30 days after the end of the institution's regular registration period. The Florida Department of Education will continue to reimburse each participating postsecondary institution no later than 30 days after the last postsecondary institution has reported enrollment for the term.

Eligible Students by Term

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

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

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 as referenced in s. 1009.30(6), F.S. 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) and eligible 4-year independent institutions = \$105.07/credit hour
- Florida College System (FCS) and eligible 2-year independent colleges = \$71.98/credit hour
- District-Sponsored and eligible independent career centers = \$2.33/clock hour

Instructional Materials Costs

Reimbursement for instructional materials costs from the fall, spring, and summer terms will be for the full amount requested, provided that there are sufficient funds available.

Reimbursement Reporting

Postsecondary institutions must report reimbursement requests to the Office of Student Financial Assistance (OSFA) either manually via the OSFA website, through the 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 demographic and course data for each eligible secondary student by term as described in the 2025-26 DES Fall/Spring Reimbursement Request Report File Layout.

Initial allocations will not be issued prior to the start of any term. The RRR will be available for submission on the day after your institution's listed last day of drop/add as provided on the 2025-26 Postsecondary Institution Renewal Application. Submissions for reimbursement for the fall 2025 and spring 2026 terms may be adjusted within your institution's 30-day window of access. Reimbursement submissions for the fall, spring, and summer are required to be completed within 30 days after the last postsecondary institution has reported enrollment for the term.

Reimbursement Funding

Funds will be provided to institutions within 30 days after the last institution's RRR is received each semester. Should the total reimbursement request exceed the remaining program funds, reimbursements will be prorated.

Should you have questions regarding the DES, you may email Melanie Bynum at Melanie.Bynum@fldoe.org or call 850-410-6846.

SH/mb

Attachment: Dual Enrollment Reimbursement Request Report (RRR) File Layout

cc: Lou Anne Standley, Assistant Deputy Commissioner, Finance and Operations
Amy Sebring, Educational Policy Analyst, OSFA
Melanie Bynum, Program Specialist, OSFA