**Student: How to Submit a DE Funding Application**

1. Login to your GAFutures account at [www.gafutures.org](http://www.gafutures.org).

You must have a complete PROFILE which includes your full name, date of birth, (double check this) social security number and list your high school. Failure to have any of those items, will prevent you from completing your form.

2. On the left side of the main page, click on “My Dual Enrollment Profile”.

3. Click on “The upcoming 2020-2021” in blue in the middle of the page.

4. Choose “Apply for Dual Enrollment”.

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**Dual Enrollment Funding Application**

**Application Procedure for Dual Enrollment**

- Important notice: Additional requirements may be imposed for the programs year 2020-2021, effective Summer Term 2020. Updates forthcoming.
- Postsecondary Institution (college) Admission Application: Students must apply for admission to the postsecondary institution before completing the Dual Enrollment funding application.
- Dual Enrollment Funding Application: To apply for Georgia's Dual Enrollment funding program, select the application based on the year you plan to participate:
  - Spring term 2020 (2019-2020)
  - The upcoming 2020-2021
- Students attending a Georgia eligible participating public or private high school must complete the online Dual Enrollment funding application.

**Dual Enrollment**

- Your Dual Enrollment Profiler Options:
  - Apply for Dual Enrollment
  - Add College(s)
  - Request Parent Authorization Email
  - View My Dashboard

Check the status of your application after you have submitted it.
5. Complete and acknowledge the required information. You will electronically sign the form and submit.
6. You will submit your form and the next page will show “Your Application ID”. Write it down!

Your parents will receive an email to complete the “Parent Acknowledgment”. This MUST be done, or your classes will not be entered by your high school and you will not receive funding for any dual enrollment courses. Parents must give permission for you to participate.

DUAL ENROLLMENT APPLICATION

Thank you for your Dual Enrollment funding Application!

Your Application ID is DC: [redacted]

An email has been sent to your parent/guardian’s email address, as provided in your application, with instructions for acknowledging your Dual Enrollment funding Application and participation.

- Your parent/guardian must complete the Parent Acknowledgement for your Dual Enrollment funding Application prior to you being able to enroll in Dual Enrollment courses.
- Once your parent/guardian submits the acknowledgement, your High School and the College you plan to attend must approve your application.
- If you have not submitted an admissions application to the college(s) you want to participate in Dual Enrollment, visit the college website to apply.

After your parent/guardian acknowledges your application, you can monitor the progress of your application by selecting the My Dual Enrollment Profile link after signing in to GAfutures. If your parent does not have an email address, have them visit GAfutures.org/DEparent to complete the agreement.

7. Document the Application ID number and give it to your parent/guardian. (write it down, text it, email it, etc.) You can always log back into your GAfutures account to get it, but it will be easier if you go ahead and write it down and give it to them.

8. Follow up with your parent/guardian to make sure they received the email. It will be from the email listed below.

noreply@gsf.org

Dear Parent/Guardian,