



Approved
 Bahamas Technical and Vocational
 Board of Directors
 Effective Fall 2023

POLICY NUMBER	AA-22-01-039
TITLE OF POLICY	Dual Enrolment
DATE OF ADOPTION	Spring 2023
SUPERSEDES	All previous policies and procedures with regard to Dual Enrolment
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To identify the requirements and procedures for dual enrollment
REVISION NUMBER	Version 1
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Admissions and Entry Requirements
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) seeks to provide opportunities for early access to technical and vocational programmes. Dual Enrolment affords students the opportunity to take BTVI technical and vocational courses while in high school and, by so doing, get a head start on their technical or vocational careers. Students take courses which allow them, upon graduation from high school, to enter the workforce with employability skills or to matriculate directly into a BTVI certificate, diploma or degree programme.

2.0 Scope

This policy identifies the requirements and procedures for dual enrolment.

3.0 Procedure

3.1 Grade ten (10), eleven (11) and twelve (12) high school students may participate in Dual Enrolment in those instances in which there is a partnership agreement between their high school and BTVI or, in those instances in which there is no partnership agreement, with the written consent of their parent/legal guardian.



- 3.2 In those instances in which BTVI enters into partnership with a high school, BTVI and the principal of the school will sign a Participation Agreement in which the school agrees to:
 - 3.2.1 obtain the written consent of the parent or legal guardian to allow a student to participate in the programme.
 - 3.2.2 appoint a counselor or teacher to coordinate the programme, ensure students attend BTVI sessions as agreed and serve as the liaison between BTVI and the school.
- 3.3 In those instances in which there is no agreement with a participating high school, parents/legal guardians may enrol their grade ten (10), eleven (11) or twelve (12) high school student(s) into the Dual Enrolment programme.
- 3.4 BTVI will provide Dual Enrolment students with technical and vocational education and training in a variety of trades.
- 3.5 BTVI will forward each student's unofficial transcript and attendance records to the participating school or to the parent/legal guardian in those instances in which there is no participating school.
- 3.6 Credits earned through Dual Enrolment may count towards the high school diploma and will be applied towards a relevant BTVI certificate, diploma or degree.

4.0 Submission of Application for Admission

- 4.1 Students must submit a completed *Dual Enrolment Application for Admission* to the Admissions Department via the BTVI web portal and upload the following:
 - 4.1.1 Letter of consent from parent/legal guardian and a copy of the parent's/legal guardian's government-issued photo identification.
 - 4.1.2 Copy of the relevant pages of a valid e-passport displaying the expiration date and personal information including the student's complete name and date of birth or a copy of a valid Certificate of Identity.
 - 4.1.3 Copy of National Insurance Board Smart Card.
 - 4.1.4 Valid Police Certificate (issued within the previous six months).
 - 4.1.6 Official high school transcript.
 - 4.1.7 Copies of any academic certificates (BJC, BGCSE, SAT, CXC, or others).
 - 4.1.8 Receipt for payment of the non-refundable BTVI application processing fee.
- 4.2 With the exception of 4.1.4 above, in those instances where students are unable to produce the required documents due to a natural disaster or other extraordinary circumstance, an affidavit notarised by a Justice of the Peace may be considered.

Submission of the BTVI Medical Form

- 4.3 Along with the completed *Dual Enrolment Application for Admission*, students must submit a completed BTVI Medical Form.
- 4.4 Dual Enrolment students who fail to submit the medical form by the specified deadline will have a medical hold put on their student account and will not be allowed to register for classes until the hold is released by the Campus Clinic.

5.0 Evaluation of the Application for Admission

- 5.1 Applications for admission into the Dual Enrolment programme shall be processed by the Admissions Department.



- 5.2 The Admissions Department shall notify the participating school, through the counselor or teacher appointed to coordinate the programme, or the parent/legal guardian in those instances in which there is no participating school of the application forms received and of any outstanding documents needed to complete the application.
- 5.3 Accepted students shall be sent, via electronic mail and copied the counselor or teacher appointed by the participating school to coordinate the programme or copied the parent/legal guardian in those instances in which there is no participating school, a letter of acceptance which will include the following:
 - 5.3.1 BTVI student identification (ID) number;
 - 5.3.2 the BTVI advising department, and
 - 5.3.3 campus/site to which the student has been accepted.

6.0 Regulations

- 6.1 Students enrolled in the Dual Enrolment programme are required to observe all BTVI policies, rules and regulations.
- 6.2 Dual Enrolment students who violate any BTVI policy, rule or regulation will be treated like any other BTVI student. Repeat offenders will be expelled from the programme and the participating school, if applicable, and the parent/guardian notified.
- 6.3 Students who are absent without a valid excuse or reason for more than four (4) consecutive classes will be withdrawn from the Dual Enrolment programme. The participating school and the parent/legal guardian will be notified.
- 6.4 Students who are withdrawn from the Dual Enrolment programme will not be allowed to re-enter the programme.