

MEMORANDUM OF UNDERSTANDING

TEXARKANA COMMUNITY COLLEGE & RESPONSIVE ED ARKANSAS PREMIER HIGH SCHOOL TEXARKANA AR

This agreement between **Texarkana Community College (Texas)** and **Responsive ED Arkansas-Premier High School Texarkana AR** is to increase the educational opportunities available for students grades 11th – 12th. This partnership will offer secondary students the option to enroll as an Early Admission Student in Texarkana College Campus Workforce Programs.

Both institutions will share information as needed to ensure all partners agree on the conditions. Instructors will follow all Texarkana College procedures and guidelines to ensure collegial level instruction to eligible secondary students seeking enrollment in the program(s).

Effective August 2026 this agreement will need to be renewed annually at which time either party may request a change or termination of this agreement. It is agreed that students who enroll in courses through Texarkana College will have college credit transcribed immediately following instructor grade assignment. Grades will be provided to Premier High School upon request.

The course(s) agreed on via this document are:

First year, first semester:

First year, second semester:

Second year, first semester:

Second year, second semester:

The conditions of the agreement were formulated through communication with representatives from both institutions based on agreement of specific courses, cost and course delivery. Under this agreement, the following conditions are hereby set forth:

- The Texarkana College dual credit director will initiate an annual review of this agreement with a Premier representative to evaluate any changes needed.
- Texarkana College will be responsible for evaluating instructor credentials to ensure they meet all accreditation requirements, including, but not limited to Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges, Commission on Colleges (SACS-COC).
- This agreement may be terminated in whole or in part by either party upon annual review. However, such termination shall not affect student credit previously earned during the period of a signed agreement.

Students must meet the following conditions in order to enroll in a program.

1. Submit a completed early admission registration form
2. Submit a high school transcript
3. Submit proof of the meningitis vaccination (within the last 5 years) or submit a waiver.

High school students attending workforce classes located on Texarkana College campus and/or a TC site are expected to follow the Dual Credit/Early Admission Workforce Attendance and Behavioral Policy. Please see below:

- Students missing more than 10 days per semester or 5 days for Cosmetology will be dropped from the program. Attendance notifications will be sent to the appropriate representative of the high school on a daily basis.
- High school students attending TC campus/site workforce classes are required to follow the same classroom policy and procedure as adult students. Classroom incidents are documented and sent to the high school administrator. Students are dropped from the program on the 4th incident within a semester. Students must follow the Dual Credit/Early Admission Discipline Policy if they wish to dispute an incident. All meetings with TC faculty/staff must be scheduled through the high school. No visitors or phone calls are allowed during class times.

Dual Credit/Early Admission Workforce Attendance Policy

1. Students missing more than 10 days per semester or 5 days for Cosmetology will be dropped from the program. Some programs have a stricter policy due to state contact hour requirements.
2. Absences due to high school activities will be excused. However, some programs may require students to complete makeup hours depending on program requirements or semester credits may not be earned.
3. Absences due to ISS or high school detention are not excused and will count against the allotted 10 days per semester.

Dual Credit/Early Admission Workforce Discipline Policy

1. Students are dropped upon the 4th incident report within a semester.
2. Students wishing to dispute an incident must first meet with their high school administrator.
3. Students who have met with their high school administrator and wish to meet with a Texarkana College Instructor or Dean must set up the meeting through their high school administrator.
4. No visitors or phone calls are allowed on TC campus during class times. Therefore, the high school official must schedule meetings in advance.

Student Tuition and Textbook Information

Early Admission Dual Credit Cosmetology Program for Arkansas/Miller County and Non-Resident, including tuition, fees, and kits for each semester.

Addendum: See attached Course Schedule and Price Chart from Texarkana College

Drops

If a student wishes to drop a class they should first discuss the matter with his/her high school counselor. It is the student's responsibility to complete the Dual Credit/Early Admission Drop Form by the deadline and submit it to the designated ISD official in order to complete the withdrawal request. The ISD official will then submit the drop form to the Texarkana College Registrar's Office. After the census date, students will receive a W until after the official last day to drop. Students may not request a drop after this date. All drops after this date must be done by the instructor or ISD official. The drop form must be completed and submitted to the Texarkana

College Registrar's Office regardless of whether the drop was initiated by the student, instructor or ISD official. Students will still receive a W unless otherwise stated by the instructor. Students should check with the Texarkana College Registrar's Office or their High School Counselor for official dates.

Refund Policy/Table

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Specific provisions of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule 21.5 "Refund of Tuition and Fees at Public Community/Junior and Technical Colleges," govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

Students officially withdrawing during a regular 16-week semester are eligible for a refund of tuition and fees according to the following schedule:

100% refund.....	Prior to the first (TC official) class day
70% refund.....	First through fifteenth class day
25% refund.....	Sixteenth through twentieth class day

This MOU becomes effective on the date it is signed by both parties. The MOU will be reviewed annually and will remain in force unless explicitly terminated, in writing, by either party. In the event the parties determine either unilaterally or jointly to discontinue the agreement, the parties hereby agree that all students participating in this program will be permitted to finish the semester in which they are currently enrolled. Either party can propose amendments to this MOU that will become effective upon written approval by the parties.

By the signatures below, the institution acknowledges a commitment to effectively accommodate the conditions of this agreement.

Dr. Jason Smith (or designee)
President, Texarkana College
2500 N. Robison Road
Texarkana, Texas 75599

Signature

Date

Susan Provenza, (or designee)
Superintendent, Responsive ED Arkansas
400 Hardin Road, Suite 120
Little Rock, AR 72211

Signed by:


Signature

1/13/2025

Date



Texarkana Community College & Responsive ED Arkansas / Premier High Schools
MOU Addendum
August 2025 - August 2026



This document outlines the costs associated with the **Texarkana College** Early Admission Dual Credit Cosmetology Program for Arkansas/Miller County and Non-Resident, including tuition, fees, and kits for each semester.

Figure 1: 2024-2025 Course Schedule and Price Chart

Semester	Course Code	Course Title	AR/Miller Cost	Non-Resident Cost	Approx. Cost of Kit	Notes
Fall	CSME 1401 DC	Cosmetology I	\$405.50	\$628.20	\$175.00	Additional \$25.00 permit fee applies.
Spring	CSME 1310 DC	Cosmetology I	\$326.00	\$497.40	N/A	
Fall	CSME 1453 DC	Cosmetology II	\$405.50	\$628.20	\$108.00	
Spring	CSME 2336 DC	Cosmetology II	\$326.00	\$497.40	N/A	

Figure I Reflects Applicable Discounts

Payment terms are subject to student residency:

- **Arkansas/Miller County (Out of District):** Standard tuition – 50% discount
- **Non-Resident:** Standard tuition – 40% discount

All costs are approximate and subject to change.

For further inquiries, please contact:

Stephanie Stokes, Director of Dual Credit

stephanie.stokes@texarkanacollege.edu

903.823.3208

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355, human.resources@texarkanacollege.edu