

MEMORANDUM OF UNDERSTANDING

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

This agreement between **Texarkana Community College (Texas)** and **ResponsiveEd Arkansas – Premier High School Texarkana, AR** is to increase the educational opportunities available for students in grades **11 and 12**. This partnership will offer secondary students the opportunity to enroll as Early Admission students in Texarkana College campus workforce programs.

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

Effective **August 2026**, this agreement will be renewed annually, at which time either party may request changes or termination of the agreement.

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 conditions of this agreement were formulated through communication between representatives of both institutions based on mutual agreement regarding specific courses, costs, and course delivery.

Under this agreement, the following conditions are hereby established:

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

Student Eligibility

Students must meet the following requirements to enroll in a program:

1. Submit a completed Early Admission Registration Form.
 2. Submit an official high school transcript.
 3. Submit proof of a bacterial meningitis vaccination (received within the last five years) or an approved waiver.
-

Workforce Attendance and Behavioral Expectations

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

Attendance

- Students must follow workforce program attendance requirements. Some programs may have additional attendance requirements based on program-specific requirements or state contact-hour requirements.
- Attendance notifications will be sent daily to the appropriate high school representative.

Behavior

- High school students attending workforce classes must follow the same classroom policies and procedures as adult students.
 - Classroom incidents will be documented and reported to the appropriate high school administrator.
 - Students will be dropped from the program upon the **fourth documented incident** within a semester. Some programs may have a stricter discipline policy.
 - Students wishing to dispute an incident must follow the Dual Credit/Early Admission Discipline Policy.
 - Meetings with Texarkana College faculty or staff must be scheduled through the high school.
 - No visitors or phone calls are permitted during class time.
-

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 may have stricter attendance requirements due to state contact-hour requirements. Texarkana College does not have an excused or

unexcused absence policy. All absences count against the allotted 10 days per semester. Note: The only exception is listed in #2 of this section.

2. A total of five absences due to high school activities per semester will be allowed. However, some programs may require students to complete makeup hours to satisfy program requirements or semester credit may not be awarded. High schools must notify the Dual Credit Coordinator or the college instructor before a school-related absence.
3. Absences due to In-School Suspension (ISS), or high school detention, or suspension are not excused and will count toward the allotted maximum absences in a program.

Dual Credit/Early Admission Workforce Discipline Policy

1. Students will be dropped upon the fourth incident report within a semester. *Exception:* Students enrolled in the Cosmetology program are permitted a maximum of four incidents *per academic year*, rather than per semester. Students who are dropped are not eligible to re-enroll until the start of the next academic year.
2. *Note:* Texarkana College reserves the right to drop a student prior to reaching four incidents based on the nature or severity of an incident.
3. Students wishing to dispute an incident must first meet with their high school administrator.
4. Students who have met with their high school administrator and wish to meet with a Texarkana College instructor or dean must schedule the meeting through their high school administrator.
5. No visitors or phone calls are allowed on the Texarkana College campus during class times. Meetings must be scheduled in advance through the high school.

Student Tuition and Textbook Information

Early Admission workforce program information for Arkansas/Miller County and Non-Resident students include tuition, and fees, for each semester. See Exhibit A, B, & C.

A list of program locations, class times, required textbooks, access codes, uniform requirements, kits, and other required materials are provided to MOU partnering high schools before every school year.

Drops

If a student wishes to drop a class, they should first discuss the matter with their high school counselor.

It is the student's responsibility to complete the Drop Form by the published deadline and submit it to the designated school official. The school official will then submit the completed form to the Coordinator of Dual Credit.

After the census date, students will receive a grade of **W**. Students may not request a drop after the last day to drop. Any drop after the official deadline must be initiated by the instructor or school official.

The Drop Form must be completed and submitted to the Coordinator of Dual Credit regardless of whether the withdrawal is initiated by the student, instructor, or school official. Withdrawals from dual credit courses are recorded on a student's transcript as a "W" and do not affect GPA; however, excessive withdrawals will impact academic progress and federal financial aid eligibility. Texas law limits students to six course withdrawals during their undergraduate studies at public colleges and universities, but this rule does not apply to dual credit or other college coursework completed while still in high school. Out of state laws may differ.

Students should consult the Texarkana College Dual Credit Office or their high school counselor for official withdrawal deadlines.

Refund Policy

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadlines established in the Refund Schedule.

Refunds are governed by **Texas Administrative Code, Title 19, Part 1, Chapter 21, Subchapter A, Rule 21.5, "Refund of Tuition and Fees at Public Community/Junior and Technical Colleges."** Only the Texas Legislature or the Texas Higher Education Coordinating Board may modify this schedule.

Refund Schedule (14 or 16-Week Semester)

Time of Withdrawal	Refund
Prior to the first official class day	100%
First through fifteenth class day	70%
Sixteenth through twentieth class day	25%

Term of Agreement

This Memorandum of Understanding becomes effective on the date it is signed by both parties.

The agreement will be reviewed annually and will remain in effect unless terminated in writing by either party.

If either party elects to discontinue the agreement, all students currently enrolled will be permitted to complete the semester in which they are enrolled.

Either party may propose amendments to this Memorandum of Understanding. Any amendments shall become effective upon written approval by both parties.

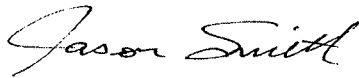
Signatures

By signing below, each institution acknowledges its commitment to fulfilling the conditions of this agreement.

Texarkana College

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

Signature



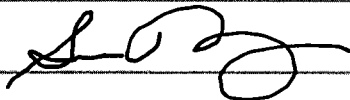
Date 8/20/2026

RESPONSIVEED ARKANSAS – PREMIER HIGH SCHOOL TEXARKANA

Superintendent (or Designee)
ResponsiveEd Arkansas – Premier High School

Susan Provenza, Superintendent

Signature



Date 8/20/2026

FALL Exhibit A, B, & C

Exhibit A Auto Body Technology		DC	Auto Body Repair and Repainting (1st Yr)
ABDR 1201			
\$ 214.00	Tuition		
\$ 80.00	Course Fee		
\$ 104.00	Out of District Fee		
\$ 398.00	Total		
\$ 159.20	Tuition & Fees X 40%		
\$ 159.20	Total for ABDR 1201		
ABDR 1411		DC	Vehicle Measurement and Damage Repair Procedures (1st Yr)
\$ 428.00	Tuition		
\$ 80.00	Course Fee		
\$ 208.00	Out of District Fee		
\$ 716.00	Total		
\$ 286.40	Tuition & Fees X 40%		
\$ 286.40	Total for ABDR 1411		
\$ 30.00	Registration Fee		
\$ 20.00	Public Safety Fee		
\$ 50.00	Total Fees		
\$ 20.00	Total Fees X 40%		
\$ 465.60	Tuition & Fees (1st Yr)		
ABDR 1203		DC	Vehicle Design and Structural Analysis (2nd Yr)
\$ 214.00	Tuition		
\$ 80.00	Course Fee		
\$ 104.00	Out of District Fee		

\$ 398.00	Total		
\$ 159.20	Tuition & Fees X 40%		
\$ 159.20	Total for ABDR 1203		
ABDR 1441	DC	Structural Analysis and Damage Repair (2nd Yr)	
\$ 428.00	Tuition		
\$ 80.00	Course Fee		
\$ 208.00	Out of District Fee		
\$ 716.00	Total		
\$ 286.40	Tuition & Fees X 40%		
\$ 286.40	Total for ABDR 1441		
\$ 30.00	Registration Fee		
\$ 20.00	Public Safety Fee		
\$ 50.00	Total Fees		
\$ 20.00	Total Fees X 40%		
\$ 465.60	Tuition & Fees (2nd Yr)		
Exhibit B	Automotive Technology		
AUMT 1405	DC	Introduction to Automotive Technology (1st Yr)	
\$ 428.00	Tuition		
\$ 60.00	Course Fee		
\$ 208.00	Out of District Fee		
\$ 696.00	Total		
\$ 278.40	Tuition & Fees X 40%		
\$ 278.40	Total for AUMT 1405		
AUMT 1310	DC	Automotive Brake Systems (1st Yr)	
\$ 321.00	Tuition		
\$ 60.00	Course Fee		
\$ 156.00	Out of District Fee		

\$ 537.00 Total
\$ 214.80 Tuition & Fees X 40%
\$ 214.80 Total for AUMT 1310

\$ 30.00 Registration Fee
\$ 20.00 Public Safety Fee
\$ 50.00 Total Fees
\$ 20.00 Total Fees X 40%
\$ 513.20 Tuition & Fees (1st Yr)

	DC	
AUMT 2321		Automotive Electrical Diagnosis and Repair (2nd Yr)
\$ 321.00 Tuition		
\$ 60.00 Course Fee		
\$ 156.00 Out of District Fee		
\$ 537.00 Total		
\$ 214.80 Tuition & Fees X 40%		
\$ 214.80 Total for AUMT 2321		

	DC	
AUMT 1319		Automotive Engine Repair (2nd Yr)
\$ 321.00 Tuition		
\$ 60.00 Course Fee		
\$ 156.00 Out of District Fee		
\$ 537.00 Total		
\$ 214.80 Tuition & Fees X 40%		
\$ 214.80 Total for AUMT 1319		

\$ 30.00 Registration Fee
\$ 20.00 Public Safety Fee
\$ 50.00 Total Fees
\$ 20.00 Total Fees X 40%
\$ 449.60 Tuition & Fees (2ndYr)

Exhibit C**Cosmetology****DC Orientation to Cosmetology (1st Yr)****CSME 1401**

\$ 428.00	Tuition
\$ 125.00	Course Fee
\$ 208.00	Out of District Fee
\$ 100.00	Pivot Point Fee
\$ 861.00	Total
\$ 344.40	Tuition & Fees X 40%
\$ 25.00	State Permit Fee (Not discounted)
\$ 369.40	Total for CSME 1401

\$ 30.00	Registration Fee
\$ 20.00	Public Safety Fee
\$ 50.00	Total Fees
\$ 20.00	Total Fees X 40%
\$ 389.40	Tuition & Fees (1st Yr)

DC Chemical Reformation and Related Theory Cosmetology (2nd Yr)**CSME 1453**

\$ 428.00	Tuition
\$ 125.00	Course Fee
\$ 208.00	Out of District Fee
\$ 761.00	Total
\$ 304.40	Tuition & Fees X 40%
\$ 304.40	Total for CSME 1453

\$ 30.00	Registration Fee
\$ 20.00	Public Safety Fee
\$ 50.00	Total Fees
\$ 20.00	Total Fees X 40%

\$ 324.40 Tuition & Fees (2nd Yr)

SPRING *Exhibit A, B, & C*

<i>Exhibit A</i>	<i>Auto Body Technology</i>	
	ABDR 1349	DC
\$ 321.00	Tuition	Automotive Plastic and Sheet Molded Compound Repair (1st Yr)
\$ 80.00	Course Fee	
\$ 156.00	Out of District Fee	
\$ 557.00	Total	
\$ 222.80	Tuition & Fees X 40%	
\$ 222.80	Total for ABDR 1349	
	ABDR 1419	DC
\$ 428.00	Tuition	Basic Metal Repair (1st Yr)
\$ 80.00	Course Fee	
\$ 208.00	Out of District Fee	
\$ 716.00	Total	
\$ 286.40	Tuition & Fees X 40%	
\$ 286.40	Total for ABDR 1419	
\$ 30.00	Registration Fee	
\$ 20.00	Public Safety Fee	
\$ 50.00	Total Fees	
\$ 20.00	Total Fees X 40%	
\$ 529.20	Tuition & Fees (1st Yr)	
	ABDR 1307	DC
\$ 321.00	Tuition	Collision Repair Welding (2nd Yr)
\$ 80.00	Course Fee	
\$ 156.00	Out of District Fee	

\$ 557.00	Total
\$ 222.80	Tuition & Fees X 40%
\$ 222.80	Total for ABDR 1307

	DC	Basic Refinishing (2nd Yr)
--	----	----------------------------

ABDR 1431	
\$ 428.00	Tuition
\$ 80.00	Course Fee
\$ 208.00	Out of District Fee
\$ 716.00	Total
\$ 286.40	Tuition & Fees X 40%
\$ 286.40	Total for ABDR 1431

\$ 30.00	Registration Fee
\$ 20.00	Public Safety Fee
\$ 50.00	Total Fees
\$ 20.00	Total Fees X 40%
\$ 529.20	Tuition & Fees (2nd Yr)

Exhibit B Automotive Technology

	DC	Steering/Suspension (1st Yr)
--	----	------------------------------

AUMT 1416	
\$ 428.00	Tuition
\$ 60.00	Course Fee
\$ 208.00	Out of District Fee
\$ 696.00	Total
\$ 278.40	Tuition & Fees X 40%
\$ 278.40	Total for AUMT 1416

	DC	Automotive Electrical Systems (1st Yr)
--	----	--

AUMT 1407	
\$ 428.00	Tuition
\$ 60.00	Course Fee

\$ 208.00	Out of District Fee
\$ 696.00	Total
\$ 278.40	Tuition & Fees X 40%
\$ 278.40	Total for AUMT 1407

\$ 30.00	Registration Fee
\$ 20.00	Public Safety Fee
\$ 50.00	Total Fees
\$ 20.00	Total Fees X 40%
\$ 576.80	Tuition & Fees (1st Yr)

DC	HVAC (2nd Yr)
----	---------------

AUMT 1345	
\$ 321.00	Tuition
\$ 60.00	Course Fee
\$ 156.00	Out of District Fee
\$ 537.00	Total
\$ 214.80	Tuition & Fees X 40%
\$ 214.80	Total for AUMT 1345

DC	Driveline (2nd Yr)
----	--------------------

AUMT 2313	
\$ 321.00	Tuition
\$ 60.00	Course Fee
\$ 156.00	Out of District Fee
\$ 537.00	Total
\$ 214.80	Tuition & Fees X 40%
\$ 214.80	Total for AUMT 2313

\$ 30.00	Registration Fee
\$ 20.00	Public Safety Fee
\$ 50.00	Total Fees
\$ 20.00	Total Fees X 40%

\$ 449.60 Tuition & Fees (2nd Yr)

Exhibit C

Cosmetology

DC Introduction to Haircutting and Related Theory (1st Yr)

CSME 1310

\$ 321.00 Tuition
\$ 125.00 Course Fee
\$ 156.00 Out of District Fee
\$ 602.00 Total
\$ 240.80 Tuition & Fees X 40%
\$ 240.80 Total for CSME 1310

\$ 30.00 Registration Fee
\$ 20.00 Public Safety Fee
\$ 50.00 Total Fees
\$ 20.00 Total Fees X 40%
\$ 260.80 Tuition & Fees (1st Yr)

DC

Advanced Cosmetology Applications & Related Theory (2nd Yr)

CSME 2336

\$ 321.00 Tuition
\$ 125.00 Course Fee
\$ 156.00 Out of District Fee
\$ 602.00 Total
\$ 240.80 Tuition & Fees X 40%
\$ 240.80 Total for CSME 1310

\$ 30.00 Registration Fee
\$ 20.00 Public Safety Fee
\$ 50.00 Total Fees
\$ 20.00 Total Fees X 40%
\$ 260.80 Tuition & Fees (2nd Yr)