

WAC 392-725-015 Definitions. The following definitions in this section apply throughout this chapter.

(1) **"College in the high school course"** means a dual credit course provided on a high school campus or in a high school environment in which an eligible student is given the opportunity to earn high school credit to be awarded by a district, charter school, or tribal compact school and college credit awarded by the participating institution of higher education by completing a college ~~((level))~~ course with a passing grade. College in the high school courses may be either academic or career and technical (vocational) education.

(2) **"College in the high school program"** means the subset of dual credit courses meeting NACEP quality standards and provided on a high school campus or in a high school environment in which an eligible student is given the opportunity to earn high school credit to be awarded by a district, charter school, or tribal compact school and college credit awarded by the participating institution of higher education by completing a college course with a passing grade.

(3) **"Eligible student"** means any student who meets the following conditions:

(a) The student meets the definition of an enrolled student pursuant to WAC 392-121-106.

(b) The student under the grade placement policies of the district, charter school, or tribal compact school through which the high school credits will be awarded has been deemed to be a tenth, eleventh, or twelfth grade student.

~~((c) The student has met the student standards pursuant to WAC 392-725-130 and the general requirements and conditions pursuant to WAC 392-725-225(2).~~

~~(3-))~~ (4) **"Participating institution of higher education"** means an institution of higher education that:

(a) A district, charter school, or tribal compact school has contracted with to provide the college in the high school ~~((courses))~~ program;

(b) Meets the definition in RCW 28B.10.016, is authorized or exempt under the requirements of chapter 28B.85 RCW, or is a public tribal college located in Washington as noted in RCW 28A.600.290 (7) (a);

(c) Meets the college in the high school program standards outlined in WAC 392-725-130 through ~~((392-725-150))~~ 392-725-170; and

(d) Is accredited by National Alliance of Concurrent Enrollment Partnerships or commits to the ~~((annual))~~ reporting of evidence requirement outlined in WAC 392-725-120.

~~((4-))~~ (5) **"National Alliance of Concurrent Enrollment Partnerships"** is the professional organization that works to ensure that college in the high school courses are as rigorous as courses offered on the sponsoring college campuses. National Alliance of Concurrent Enrollment Partnerships (NACEP) has defined a set of quality standards that is the basis of their accreditation process.

~~((5-))~~ (6) **"Council of presidents"** is defined throughout this chapter as the organization representing the interest of public baccalaureate institutions, specific to RCW 28A.600.290(6).

~~((6) "Provisional status" is the status that a college in the high school program may be assigned after the program's evidence of~~

meeting the standards submitted in the annual report was found to be unsatisfactory by the review committee. A program is in provisional status up to six months after the review of the annual report.)

(7) **"Fees."**

(a) **"College in the high school fees"** means the per credit or per course fee charged by the participating institution of higher education for the registration for the college course.

(i) The maximum ~~((dual-credit))~~ college in the high school fee shall not exceed the college in the high school state-funded subsidies ~~((allocated in the current Omnibus Appropriations Act))~~ described in RCW 28A.600.290.

(ii) The ~~((dual-credit))~~ college in the high school fee may be less than the college in the high school state-funded subsidies ~~((allocation))~~.

(iii) The institution of higher education must receive the corresponding fee for any student seeking to earn college credit from the college in the high school course in accordance with the general requirements identified in WAC 392-725-225 (2)(a) unless the student qualifies for the state-funded subsidies in accordance with WAC 392-725-325(4).

(b) **"Other associated college in the high school fees"** means additional fees required to fully participate in the college in the high school ~~((course))~~ program charged by the participating institution of higher education such as registration fees and fees for consumables.

(8) **"College in the high school state-funded subsidies"** means the amount provided in the Omnibus Appropriations Act that pays the ~~((dual-credit))~~ college in the high school fee for specific eligible eleventh or twelfth grade students pursuant to RCW 28A.600.290 (1)(b)(i) only and for the limited amount provided in WAC 392-725-325(2).

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-050 ((Interlocal)) Local agreement requirement.

Prior to the start of the college in the high school ~~((course(s), an interlocal))~~ program(s), a local agreement between the district, charter school, or tribal compact school and the participating institution of higher education must be developed and in place. The agreement shall be for no more than one school year, meet the district, charter school, or tribal compact school's board policies and the policies of the institution of higher education regarding contracting agreements, and address the following requirements:

(1) List of college in the high school courses.

(2) College in the high school student standards pursuant to WAC 392-725-130 will be met.

(3) College in the high school curriculum and assessment standards pursuant to WAC 392-725-140 will be met.

(4) College in the high school faculty standards pursuant to WAC 392-725-150 will be met.

(5) College in the high school evaluation standards pursuant to WAC 392-725-160 will be met.

(6) College in the high school partnership standards pursuant to WAC 392-725-170 will be met.

(7) Award of high school credits pursuant to WAC 392-725-200 will be met.

~~((7))~~ (8) District, charter school, or tribal compact school's responsibilities for offering college in the high school ~~((course))~~ program.

~~((8))~~ (9) Institution of higher education's ~~((dual-credit))~~ fee amount per college credit or per college course and a description and amount of other associated college in the high school fees.

~~((9))~~ (10) Course materials including, but not limited to, textbooks for each college in the high school course, and which party will be responsible to provide.

~~((10) For any compensation paid to the instructor by the participating institution of higher education for work performed beyond the district, charter school, or tribal compact school contract, explanation of how the compensation will be calculated and provided and details of what duties the compensation represents.)~~

(11) Provide an explanation of how any compensation paid to the instructor for work performed beyond their contract with the district, charter school, or tribal compact school will be calculated and provide details of what duties the compensation represents.

(12) Method and collection of ~~((dual-credit))~~ college in the high school fee and other associated college in the high school fees.

~~((12))~~ (13) Districts, charter schools, tribal compact schools, and institutions of higher education shall as necessary assure compliance with their respective duties under federal and state law.

AMENDATORY SECTION (Amending WSR 17-21-001, filed 10/5/17, effective 11/5/17)

WAC 392-725-120 Demonstration and reporting of evidence of required college in the high school standards. (1) Participating institutions of higher education shall, unless exempt under subsection (3) of this section, provide evidence that they meet the ~~((most recent National Alliance of Concurrent Enrollment Partnerships))~~ current NACEP student ~~((standards))~~, curriculum ~~((and))~~, assessment ~~((standards))~~, faculty ~~((standards))~~, partnership, and evaluation standards ~~((unless recommended differently))~~ as described in WAC 392-725-130 through ~~((392-725-160. National Alliance of Concurrent Enrollment Partnerships accreditation is recommended.~~

~~((2) As a condition of eligibility pursuant to WAC 392-725-015(3), after the college in the high school course concludes,))~~ 392-725-170.

(2) Upon program completion, participating institutions of higher education shall ~~((provide an annual report consisting of))~~ submit to the college in the high school standards report review committee evidence that the required standards were met ~~((, consistent with the evidence National Alliance of Concurrent Enrollment Partnerships requires to meet standards. The annual report shall be submitted no later than July 1st for review by the college in the high school standards report review committee.))~~, or receive accreditation, no later than the subsequent July 1st.

(3) Participating institutions of higher education that are accredited by the ~~((National Alliance of Concurrent Enrollment Partnerships))~~ NACEP for the current year of enrollment will be exempt from

~~((this))~~ the reporting requirement outlined in subsection (2) of this section.

(4) Institutions of higher education in the process of applying for NACEP accreditation are required to provide evidence in accordance with subsection (2) of this section.

~~((3))~~ (5) The Washington student achievement council shall be the convener of a college in the high school standards report review committee. This review committee will consist of a representative from the state board of community and technical colleges, the council of presidents, and the student achievement council. Additional members may be included at the discretion of college in the high school standards report review committee.

~~((4) The review committee will no later than))~~ (6) By the subsequent August 15th, the review committee will complete a review of participating institutions of higher education. The review committee will advise the institution of higher education whether the required standards have been met.

~~((5))~~ (7) Institutions of higher education that meet the required standards:

(a) Are eligible to offer the college in the high school program the following two academic years; and

(b) Must provide evidence in accordance with this section every other year beginning with the year in which they first meet the standards as determined by the review committee.

(8) If the review committee finds that the institution of higher education's evidence of meeting the required standards is not satisfactory, the institution of higher education will have ~~((no more than six months))~~ until the subsequent October 15th to make any necessary reporting corrections and/or program adjustments to provide ~~((satisfactory evidence. During this period, the program will be under provisional status until evidence shows the program has met the standards or the program is made ineligible.~~

~~(6) If after review of the additional evidence, the review committee deems that the standards were not met, then the institution of higher education is ineligible and may not offer the college in the high school program starting with the following fall term. To regain eligibility, the institution of higher education must, by July 1, submit an updated plan for how the standards will be met.~~

~~(7) If the institution of higher education is deemed ineligible, the institution of higher education can appeal to a three person appeals committee convened by the student achievement council, and including representatives from the student achievement council, state board of community and technical colleges and council of presidents. The original review committee members would be excluded from the appellate process.~~

~~(8))~~ evidence of meeting outlined standards.

(9) The review committee will complete a final review of participating institutions of higher education no later than November 1st. The review committee will advise the institution of higher education whether the required standards have been met.

(10) If after the final review, the review committee deems that the standards were not met, then the institution of higher education is ineligible to offer the college in the high school program the following academic year.

(11) An institution of higher education may regain eligibility to offer the college in the high school program by providing evidence that they meet the current NACEP student, curriculum, assessment, fac-

ulty, partnership, and evaluation standards unless exempt in WAC 392-725-130 through 392-725-170 for the following state review cycle.

(12) The review committee will review the ~~((National Alliance of Concurrent Enrollment Partnerships))~~ NACEP standards beginning in 2019 and every three years thereafter, and update the college in the high school standards in WAC 392-725-130 through ~~((392-725-160))~~ 392-725-170 as informed by the current ~~((National Alliance of Concurrent Enrollment Partnerships))~~ NACEP standards and feedback from participating school districts, charter schools, tribal compact schools, and institutions of higher education.

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-130 College in the high school student standards.

(1) Participating institutions of higher education shall:

(a) ~~((students meet the course))~~ registration and transcription policies and practices for students are consistent with those on campus.

(b) Ensure there is a process to meet the course prerequisites of the institution of higher education.

~~((b) Officially register or admit students as degree-seeking, nondegree-seeking, or nonmatriculated students of the institution of higher education and record courses administered through college in the high school program on official institution of higher education transcripts.~~

~~((c) Provide students and high schools with a comprehensive publication that outlines the rights and responsibilities of enrolled students.))~~ (c) Ensure students are advised about the benefits and implications of taking college courses, as well as the institution of higher education's policies and expectations.

(d) Provide, in conjunction with secondary partners, students with suitable access to learning resources and student support services.

(2) Participating institutions of higher education, not accredited by the ~~((National Alliance of Concurrent Enrollment Partnerships))~~ NACEP for the current year of enrollment, shall provide evidence of meeting the required student standards of this section.

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-140 College in the high school curriculum and assessment standards. (1) Participating institutions of higher education shall ~~((require that))~~:

(a) Ensure college in the high school courses are catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits ((as sections offered on campus)).

(b) Ensure college in the high school courses reflect the learning objectives, and the pedagogical, theoretical and philosophical

orientation of the ((participating)) respective institution of higher education ((departments)) discipline.

(c) Faculty ((site visits ensure that courses offered through the college in the high school program are the same as the courses offered on campus.

(d) Students are held to the same standards of achievement as those expected of students in on-campus sections.

(e) Students are held to the same grading standards as those expected of students in on-campus sections.

(2) Participating institutions of higher education are recommended to ensure students are assessed using the same methods (examples: Papers, portfolios, quizzes, labs, etc.) as students in on-campus sections.) liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the course offered through the college in the high school program are equivalent to the courses offered on campus.

(d) Ensure students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

(2) Participating institutions of higher education, not accredited by ((National Alliance of Concurrent Enrollment Partnerships)) NA-CEP for the current year of enrollment, shall provide evidence of meeting the required curriculum and assessment standards of this section.

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-150 College in the high school faculty standards.

(1) Participating institutions of higher education shall require that:

(a) Instructors providing the college in the high school instruction in the high school classroom ((must be)) are approved by the ((participating institution of higher education's respective academic department and meet the same institution's requirements for teaching the college course at the institution of higher education)) appropriate college/university academic leadership and meet the minimum qualifications for instructors teaching the course on the college campus.

(b) ((New instructors are provided with discipline-specific training and orientation regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy and administrative responsibilities and procedures prior to the instructor teaching the college in the high school course.

(c) Procedures address instructor noncompliance with the institution of higher education's expectations for courses offered through the institution.

(d) Noncompliance issues will be addressed in consultation with the district, charter school, or tribal compact school.

(2) Participating institutions of higher education are recommended to provide annual discipline-specific professional development activities and ongoing collegial interaction to address course content, course delivery, assessment, evaluation, and/or research and development in the field.) Faculty liaisons at the institution of higher education provide all new instructors with course-specific training in

course philosophy, curriculum, pedagogy and assessment prior to the instructor teaching the course.

(c) Instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

(d) Instructors are informed of and adhere to program policies and procedures.

(2) Participating institutions of higher education, not accredited by ((National Alliance of Concurrent Enrollment Partnerships)) NA-CEP for the current year of enrollment, shall provide the evidence of meeting the required faculty standards of this section.

(3) Any compensation paid to the instructor by the institution of higher education must be for work performed beyond their contract with the district, charter school, or tribal compact school.

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-160 College in the high school evaluation standards.

(1) Participating institutions of higher education shall:

(a) Conduct an end-of-term student course evaluation for each college in the high school course section offered through the institution of higher education to provide instructors with student feedback.

~~(b) Conduct ((surveys of participating high school instructors, principals, and guidance counselors at least once every three years. Surveys shall include the following as outlined in the most current National Alliance of Concurrent Enrollment Partnerships survey guide:~~

~~(i) National Alliance of Concurrent Enrollment Partnerships essential questions (additional questions may be used);~~

~~(ii) One follow-up contact with nonrespondents within the methodology; and~~

~~(iii) Collaboration of a qualified institutional evaluator or researcher in the development of the survey and data analysis.~~

~~(2) Participating institutions of higher education are recommended to conduct an annual survey of alumni who are one year out of high school and who are four years out of high school, at least once every three years. Surveys shall include the following as outlined in the most current National Alliance of Concurrent Enrollment Partnerships survey guide:~~

~~(a) National Alliance of Concurrent Enrollment Partnerships essential questions (additional questions may be used);~~

~~(b) One follow-up contact with nonrespondents within the methodology; and~~

~~(c) Collaboration of a qualified institutional evaluator or researcher in the development of the survey and data analysis.~~

~~(3)) and report regular and ongoing evaluations of the college in the high school program effectiveness and use the results for continuous improvement.~~

(2) Participating institutions of higher education, not accredited by ((National Alliance of Concurrent Enrollment Partnerships)) NA-CEP for the current year of enrollment, shall provide the evidence of meeting the evaluation required standards of this section.

NEW SECTION

WAC 392-725-170 College in the high school partnership standards. (1) Participating institutions of higher education shall:

(a) Ensure alignment with the college/university mission and support by the institution's administration and academic leadership.

(b) Show ongoing collaboration with the secondary school partners.

(2) Participating institutions of higher education, not accredited by National Alliance of Concurrent Enrollment Partnerships for the current year of enrollment, shall provide the evidence of meeting the evaluation required standards of this section.

AMENDATORY SECTION (Amending WSR 17-21-001, filed 10/5/17, effective 11/5/17)

WAC 392-725-200 ((Prior)) Confirmation of high school credit.

~~((As a condition to an eligible student's enrollment in college courses,))~~ The eligibility of the college in the high school courses which the student intends to take for the award of high school credit and the amount of such credit shall ~~((first))~~ be established, as follows:

(1) The district, charter school, or tribal compact school shall establish on a course by course basis the amount of high school required or elective credit, or combination thereof, that shall be awarded for each college in the high school course ~~((successfully completed))~~. Successful course completion by the student based upon the conversion rate set forth in ~~((WAC 180-51-050))~~ RCW 28A.230.090(6) which states "At the college or university level, five quarter or three semester hours equals one high school credit." This conversion rate holds true for all college in the high school classes regardless of whether or not the student elects to earn the available college credit.

(2) If a college in the high school course is not comparable to a district, charter school, or tribal compact ~~((school))~~ school's specific course required for high school graduation, the district, charter school, or tribal compact school superintendent shall determine the amount of required high school credit which shall be awarded following consultation with a representative of the institution of higher education designated for that purpose. The difference between the amount of credit required ascribed to that course and the amount of credit earned at the conversion rate set forth in ~~((WAC 180-51-050))~~ RCW 28A.230.090(6) shall be awarded as elective credit.

(3) Within five school days of a student's request for confirmation of credit, the district, charter school, or tribal compact school superintendent or other designated representative shall confirm in writing the amount of high school required or elective credit, or combination thereof, which shall be awarded upon successful completion of the college in the high school course~~((s))~~.

(4) Upon confirmation by the college in the high school instructor of a student's successful completion of a college in the high school course under this chapter, the district, charter school, or tribal compact school shall record on the student's secondary school records and transcript the high school credit previously confirmed un-

der the section with a notation that the courses were taken at an institution of higher education pursuant to WAC 392-415-070.

(5) Each district, charter school, or tribal compact school and institution of higher education shall independently have and exercise exclusive jurisdiction over academic and discipline matters involving a student's enrollment and participation in courses of, and the receipt of services and benefits from the district, charter school, tribal compact school or the institution of higher education.

AMENDATORY SECTION (Amending WSR 17-21-001, filed 10/5/17, effective 11/5/17)

WAC 392-725-225 College in the high school general requirements.

(1) Participating districts, charter schools, or tribal compact schools must provide general information about the college in the high school program to all students in grades nine through twelve and to the parents and guardians of those students.

(2) The enrollment of a student who meets the definition of WAC 392-725-015(2) in the college in the high school program shall be governed as follows:

(a) An eligible student seeking to earn college credit is responsible for enrolling into an institution of higher education on or before the deadline established by the institution of higher education.

(b) An eligible student is entitled to enroll in an institution of higher education for college in the high school program purposes subject to each of the following conditions and limitations:

(i) Enrollment is limited to college (~~level~~) courses.

(ii) Prior confirmation pursuant to WAC 392-725-200 by the district, charter school, or tribal compact school of the amount of high school credit to be awarded for a college in the high school course on or before the deadline for enrollment established by the institution of higher education.

(iii) Acceptance of the student by the institution of higher education subject to enrollment requirements and limitations established by the institution.

AMENDATORY SECTION (Amending WSR 16-14-030, filed 6/27/16, effective 7/28/16)

WAC 392-725-300 Finance. (1) Districts, charter schools, and tribal compact schools claim the college in the high school courses for basic education funding based on the course's average enrolled weekly minutes pursuant to WAC 392-121-122. Courses that qualify for vocational enhanced funding can be claimed pursuant to WAC 392-121-138.

(2) The participating institution of higher education receives college in the high school fees as defined in WAC 392-725-015 (7)(a) and other associated college in the high school fees for eligible students as defined in WAC 392-725-015 (7)(b). The amount and method of collection of these fees shall be outlined in (~~interlocal~~) local agreement.

(3) For college in the high school courses that qualify for state funded subsidies as defined in WAC 392-725-015(8) and based on the per student limitations provided in WAC 392-725-325(2), these subsidies are provided in lieu of college in the high school fees as defined in WAC 392-725-015 (7) (a).

AMENDATORY SECTION (Amending WSR 17-21-001, filed 10/5/17, effective 11/5/17)

WAC 392-725-325 College in the high school state funded subsidies. Pursuant to RCW 28A.600.290 (~~(and subject to the amount appropriated for such purposes in the Omnibus Appropriations Act)~~), state funded subsidies may be available to pay the cost of college in the high school fees for specific eligible eleventh or twelfth grade students only enrolled in college in the high school courses provided by institutions of higher education that meet the definition in RCW 28B.10.016, or a public tribal college located in Washington as noted in RCW 28A.600.290 (7) (a), and for the limited amount provided in subsection (2) of this section. Public institutions of higher education that are outside of the state of Washington or private institutions of higher education do not qualify for the state funded subsidies.

(1) Prioritization of the available college in the high school state-funded subsidies will be allocated (~~(in the following method:~~

~~(a) High schools that are and students that reside twenty driving miles or more as measured by the most direct route from the nearest institution of higher education offering running start.~~

~~(b) High schools who receive small high school funding enhancement as provided in the Omnibus Appropriations Act.~~

~~(c) For the remaining high schools, eligible students who qualify for the new school year for free and reduced price lunch) as provided under RCW 28A.600.290.~~

(2) Limitation of college in the high school state-funded subsidies are (~~as follows:~~

~~(a) For each eligible eleventh and twelfth grade student, the annual credit amounts for subsection (1)(a) through (b) of this section are limited to the annual credit amounts provided in the Omnibus Appropriations Act but may not exceed ten credits for any school year.~~

~~(b) The annual credit amounts for subsection (1)(c) of this section are limited to the annual credit amounts provided in the Omnibus Appropriations Act but may not exceed five credits for any school year) provided under RCW 28A.600.290.~~

(3) The office of superintendent of public instruction will provide an application process that districts, charter schools, and tribal compact schools will use to apply annually for the college in the high school state-funded subsidies.

(a) Districts, charter schools, and tribal compact schools will apply by July 1st for the new school year's subsidies.

(b) The office of superintendent of public instruction will notify districts, charter schools, and tribal compact schools by September 1st the amount of subsidies awarded for the new school year.

(c) Through the application process, districts, charter schools, and tribal compact schools will provide a list of college in the high school courses per high school for the new school year. The award of

subsidies will be limited to the courses provided in the application ~~((process))~~ and subsequent course/enrollment updates.

(d) The list of college in the high school courses will contain the amount of college quarter credits awarded for each course. For this section only, college semester credits will be converted into quarter credits by multiplying the semester credits by 1.5 and rounding up to the nearest whole credit.

(e) Districts, charter schools, and tribal compact schools will provide an estimate of eligible students expected to receive the subsidies within the per student credit limitation provided in the Omnibus Appropriations Act.

~~((i) For high schools that qualify for the priorities according to subsection (1)(a) and (b) of this section, applicant will provide an estimate of eligible eleventh and twelfth grade students.~~

~~((ii) For high schools that qualify for the priorities according to subsection (1)(b) and (c) of this section, applicant will provide an estimate of eligible eleventh and twelfth grade students that live more than twenty miles from a college offering running start.~~

~~((iii) For high schools that qualify for subsection (1)(c) of this section, applicant will provide an estimate of eligible eleventh and twelfth grade students that are expected to qualify for free and reduced price lunch.))~~

(4) High schools may submit changes to the course offering list, and/or update estimate of eligible eleventh and twelfth grade students expected to qualify for subsidy. A school may submit no more than three updates per academic year.

(a) Updated requests cannot exceed original subsidy award.

(b) Additional funds may be awarded to a school that has reached its maximum award only if other schools have failed to use their original subsidy amount.

(5) High schools participating in the college in the high school subsidy will report actual student participation counts at the midpoint of each high school term to the office of superintendent of public instruction. Failure to provide participant counts may result in the school's loss of future subsidies for the current academic year.

(6) Reimbursement of the college in the high school state-funded subsidies will occur as follows:

(a) ~~((Beginning with the 2015-16 school year, the))~~ College in the high school state-funded subsidies for college in the high school will be allocated at minimum sixty-five dollars per quarter credits.

(b) Starting with the ~~((2017))~~ 2019 calendar year, and ~~((for))~~ every four years after, the funding level for the college in the high school state-funded subsidies will be reviewed by the office of superintendent of public instruction, the student achievement council, the state board for community and technical colleges, and the council of presidents representing the public baccalaureate institutions and ~~((make))~~ a recommendation will be made to the legislature ~~((for))~~ when an increase to the funding level of the college in the high school state funded subsidies is warranted.

(c) The college in the high school state-funded subsidies will be paid after the completion of the course.

(d) Districts, charter schools, and tribal compact schools with high schools eligible for the college in the high school state-funded subsidies will submit a request for payment of subsidies form to the office of the superintendent of public instruction. The request for payment will include the actual number of completed credits for eligi-

ble eleventh and twelfth grade students who have not exceeded the credit limitation pursuant to subsection (2) of this section.

(e) The office of the superintendent of public instruction will review the request for payment of subsidies form and fund the reporting district, charter school, and tribal compact school one hundred percent of the approved college in the high school subsidies on the following monthly apportionment payment.

(f) One hundred percent of the subsidies generated will be forwarded to the participating institution of higher education that provided the college in the high school program.