

# **Tennessee College of Applied Technology Northwest**

## **Rural Healthcare Pathways Expansion Grant**

Title of Proposed Program:

**TCAT Northwest Student Assistance Grant**

Fiscal Agent: **Tennessee College of Applied Technology Northwest**

Lead Entity: **Tennessee College of Applied Technology Northwest**

### **In Partnership with:**

- Obion County Joint Economic Development Corporation, Lauderdale County Chamber/Economic and Community Development Corporation, Workforce Innovations Inc., Northwest and Southwest TN Workforce Boards
- Lake County High School, Ripley High School, Halls High School, Crockett County High School, Dyer County High School, Dyersburg High School, Covington High School, Munford High School, Brighton High School, Union City High School
- Tennessee Department of Mental Health and Substance Abuse Services, Helping Hands daycare, Kreative Kidz daycare, Tiny Tigers daycare

Project Director: Dr. Youlanda Jones


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731-627-2511

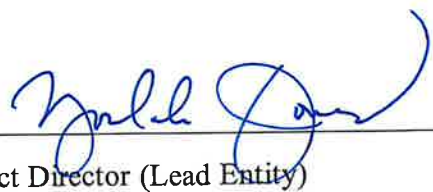
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### **Funding requested:**

\$2,000,000

  
\_\_\_\_\_  
President

TCAT Northwest

  
\_\_\_\_\_  
Project Director (Lead Entity)

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### **Abstract**

The Tennessee College of Applied Technology (TCAT) Northwest proposes to advance mobile health training in rural communities in West Tennessee. “TCAT Northwest Student Assistance Grant” project seeks to benefit Crockett, Dyer, Lake, Lauderdale, Obion, and Tipton Counties and enhance and expand technical programs by creating a seamless pathway for health science diploma and degree completion. As part of this proposal, TCAT Northwest will work with Covington High School, Munford High School, Brighton High School, Crockett County High School, Dyer County High School, Dyersburg Highschool, Lake County High School, Halls High School, Ripley High School, and Union City High School to create early post-secondary opportunities (EPSO). Overcoming obstacles to education is a key component to increasing certificate and diploma credentialing by offering the program at local high schools within areas of demand/need. Additionally, TCAT Northwest will partner with Obion County Joint Economic Development Corporation, Lauderdale County Chamber/Economic and Community Development Corporation, Workforce Innovations Inc., Northwest and Southwest TN Workforce Boards to provide worked-based learning (WBL) and other experiential training opportunities. TCAT Northwest will also partner with Tennessee Department of Mental Health and Substance Abuse Services, Helping Hands, Kreative Kidz, and Tiny Tigers daycares. The proposal’s measure of success will be more skilled workers trained and placed in the pipeline to meet the healthcare workforce demands in rural West Tennessee.

### **Demonstration of Need**

The rural counties of West Tennessee will benefit from “TCAT Northwest Student Assistance Training” proposal by increasing overall higher education/certification attainment and providing a clear linkage between postsecondary credentials and the rural healthcare employment sectors. The proposal will benefit Crockett, Dyer, Lake, Lauderdale, Obion, and Tipton Counties. Lake County is designated as one of the nine distressed counties in Tennessee. Lauderdale County is designated as an at-risk county, while Dyer, Obion, and Tipton Counties are designated as transitional counties.

Lake County has a three-year average unemployment rate of 6.4%, a poverty rate of 27.9%, a per capita income of \$15,931, and an index value rank of 3,069 (of 3,113 counties in the U.S.). Lauderdale County has a three-year average unemployment rate of 6.6%, a poverty rate of 18%, a per capita market income of \$26,369, and an index value rank of 2,703 (Transparent Tennessee @TN.gov). According to the United States Census Bureau’s report, two census tracts for Lake County are designated as being in persistent poverty – (Tiptonville - 4709590100 and Ridgely – 4709590200). In addition, in the Northwest Local Workforce Development Area (LWDA) the highest poverty rate in the West Region is 18.79%. All the LWDAs in the West Region had poverty rates higher than the state’s average (Tennessee’s Economy 2022-2023, tn.gov).

The Northwest Local Workforce Development Area reported the lowest rate of educational attainment in 2022, with 48.8% of the population aged 25 years or more having some college or higher education. The West Region of Tennessee shows significant disparities concerning post-high school educational attainment of individuals based on their race or ethnic heritage. The figure below illustrates the educational attainment of each of the counties that will benefit from this proposal:

County	High School+	Associate's+	Bachelor's+	Population in Poverty
Crockett	88.5%	26.4%	17.3%	16.5%
Lauderdale	81.4%	16.1%	9.4%	18.6%
Obion	83.8%	21.7%	16.2%	17.5%
Dyer	90.5%	28.7%	20.3%	17.4%
Lake	74.6%	13.1%	9.2%	27.8%
Tipton	90.3%	30.6%	19.8%	11.3%
National Avg.	91.1%	10.5%	37.9%	12.6%

Source: [tn.gov/thec](https://tn.gov/thec) and [census.gov](https://census.gov)

According to the Tennessee Higher Education Commission (THEC) Supply and Demand Report (2024), healthcare and social assistance is expected to be the largest industry in Tennessee by 2030, with employment of healthcare practitioners and support workers expected to increase by more than 63,500. The Bureau of Labor Statistics indicates healthcare occupations are projected to grow much faster than the average for all occupations. From 2023 to 2033, the bureau estimates an average of 1.9 million openings in healthcare each year. This accounts for employment growth and the need to replace workers who leave the healthcare industry permanently. The aging population and a higher incidence of chronic conditions like heart disease, cancer, and diabetes make healthcare and social assistance employment projections as the largest and fastest growing industry sector. It is projected to have a +1.0 percent growth annually. Completers within the health sciences have some of the highest unemployment rates of any cluster.

In October of 2022 Global Data published research prepared for the Tennessee Hospital Association, "Tennessee Health Workforce Projections: 2021-2035." In this report, it is noted that there are many challenges that are impacting the demand for qualified healthcare professionals. These include changing demographics, employee retention and attraction, burnout, and lack of trained individuals to enter these professions. Many of these challenges were

exacerbated by the COVID pandemic, which continues to impact the workforce today. As a result, healthcare positions are in high demand with a dwindling supply of educated staff.

(tha.com)

Also, the impact of 6,000 jobs of the new Ford Blue Oval City Facility in West Tennessee is estimated to expand the workforce to 30,000, including auxiliary jobs. Many of these supporting positions will indirectly impact healthcare workers by bringing a significant influx of new residents to the area. According to Sharon Younger, founder of economic research and strategic communications firm Younger & Associates, “All 21 counties in the region are expected to see population growth because of Blue Oval City. The firm predicted a ‘moderately aggressive’ growth rate of 11.4% on average across West Tennessee from 2022 to 2045, approximately 176,341 new residents, bringing the total West Tennessee population to 1,723,220.” Ms. Younger also expressed that Lauderdale County is projected to have the second-highest growth rate of 40.1%. (Tennessee Municipal League, 2023) West Tennessee’s counties have already collectively surpassed the state’s 1.057 population projection for 2025. The Boyd Center for Business and Economic Research at the University of Tennessee Knoxville put the region’s population at 1,577,531 as of July 2024 (tennesseelookout.com)

This proposal seeks to alleviate common obstacles to training and education through student assistance programs. This opportunity is aligned with licensed practical nursing (SOC 29-2061), pharmacy technicians (SOC 29-2052), dental assistants (SOC 31-9091), Medical Assistants (31-9092), which are in high demand in the Northwest region. In high demand in Tennessee are phlebotomists (SOC 31-9097). According to the U.S. Bureau of Labor and Statistics, the median income for a licensed practical nurse is \$59,730; pharmacy technicians, \$40,300; dental assistants, \$46,540; medical assistants, \$42,000; and phlebotomists, \$41,810 (<https://www.bls.gov/ooh/healthcare/home.htm>).

Adults often face significant barriers when accessing and completing training and educational programs. These challenges include financial constraints (such as tuition costs, low income, and family responsibilities), time management difficulties (balancing work, school, and family obligations), academic challenges (including study and technological skills), and emotional or psychological barriers (such as self-doubt, stress, and age bias). Additionally, institutional and structural obstacles, such as limited support systems, and the demanding nature of clinical and licensing requirements can further hinder progress. This grant aims to reduce or mitigate these challenges for Health Sciences students, enhancing learning performance, retention, and completion rates. (Sources: CareerFoundry.com, HechningerReport.org, Study.com, InspiredLearning.com, et al.)

Approximately 30% of Tennesseans either cannot or do not drive. This group includes young people, elderly individuals, people with disabilities that prevent driving, and those without access to a vehicle. With Tennessee's population reported at 7,204,000 in 2024, this means around 2,161,200 residents (about the population of New Mexico) fall into these categories. The lack of reliable public or private transportation affects rural Tennesseans disproportionately compared to the rest of the state. The proposed student assistance initiative allows students access to alternative transportation choices to training programs within the TCAT Northwest service area. (thinktennessee.org) Scholarships would be offered to those who are willing to use their vehicles to carpool with other students and to students using their own or alternative transportation, which will be based on need.

Tennessee is home to nearly half a million children under the age of six. According to the Child Care Draft report, "Access to safe, reliable, affordable childcare is critical for working parents to seek opportunities to support their growing families." The report also highlights that more than one in six unemployed Tennesseans cite childcare responsibilities as the reason they

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### **Program Plan**

TCAT Northwest proposes to mitigate stressors that can become barriers to the training and education of learners through scholarship and/or voucher programs that decrease out of pocket expenses for transportation, childcare, and program supplies needed to complete the training and enter the workforce. Decreasing stressors can lead to increased retention and completion rates, allowing TCAT Northwest to provide skilled healthcare professionals to the workforce.

As a part of this proposal, TCAT Northwest will partner with Covington High School, Brighton High School, Munford High School, Dyer County High School, Dyersburg High School, Lake County High School, Halls High School, Ripley High School, Crockett County High School, and Union City High School in offering dual enrollment opportunities in health



sciences. According to the U.S. Census Bureau, Lake County High School is located within a census tract (4709590100) that is designated as being in persistent poverty. TCAT Northwest Allied Health programs cover several aspects of patient care, including Practical Nursing, Patient Care Technology, Dental Assisting, and Pharmacy Technology. Upon completion of a chosen program, students can enter the healthcare industry in their field with certifications and/or readiness to complete licensure requirements. The following is a list of achievements successful completers would attain:

Practical Nursing: Nurse Aide Certificate, Practical Nurse Diploma (12-month program)

Patient Care Technology: Phlebotomy Certificate, Nurse Aide Certificate, Electrocardiogram Certificate, Patient Care Technician, Diploma (12-month program)

Dental Assisting: Dental Sterilization Technician Certificate, Dental Assistant Certificate (8-month program)

Pharmacy Technology: Pharmacy Assistant Certificate, Pharmacy Technician Diploma (12-month program)

Dual enrollment high school students can complete certifications while still in high school, which would allow them to enter the workforce faster or funnel their training into our existing programs to allow them to complete their training more quickly following high school graduation. TCAT Northwest also seeks to increase awareness and interest in entering the healthcare field among high school students. All students will be assisted with job placement following completion of the program or will be assisted with the transition to a 4-year degree program. To reinforce these goals, steering committee meetings will be scheduled to provide updates and gather feedback/suggestions from employer partners. The Vice President of

Instruction and Development, in conjunction with the Director of Nursing and Allied Health, will maintain oversight throughout the project period. With the assistance of the Health Care Project Assistant, quarterly reports will be submitted as mandated by the grant.

The timeline is listed below:

FY25 Q4 Award Announced, Partners Meeting, 2 PN/PCT start	FY27 Q4 Quarterly report submitted, PN/PCT graduation, PN/PCT starts, IV certification class
FY26 Q1 Begin Contract, Meeting with Individual partners, Formation of Scholarship committee, award guidelines and applications developed, DA cohort starts, 3 PN starts, Dual Enrollment starts	FY28 Q1 DA graduation, New DA starts, PN graduation, PN starts, DE starts, Scholarship Application open for Fall Trimester
FY26 Q2 Quarterly report submitted, begin accepting application for Spring trimester scholarships, Order supplies for DE programs	FY28 Q2 Quarterly report submitted, Scholarships awarded, Scholarships applications for Spring Trimester open
FY26 Q3 Quarterly and Data report submitted, first scholarships awarded, Scholarship Applications open for Summer Trimester	FY28 Q3 Quarterly and Data reports submitted, Scholarships awarded
FY26Q4 Quarterly report submitted, DA graduation, New DA starts, 3 PN graduation, 3 PN cohorts start, Award Summer Scholarships	FY28 Q4 DA graduation, New DA starts, PN/PCT graduation, PN/PCT starts, Scholarships open for summer trimester, Scholarships awarded
FY27 Q1 Quarterly report submitted, Data report submitted, 3 PN graduation, 3 PN start, DE start, Scholarship Applications open for Fall Trimester	FY29 Q1 Quarterly & Data reports submitted, PN graduation, New PN starts, DE starts, Scholarships open for Fall Trimester
FY27 Q2 Quarterly report submitted, DA graduation, Scholarships awarded	FY29 Q2 Quarterly report submitted, DA graduation Scholarships awarded
FY27 Q3 Quarterly and Data reports submitted, NEW DA starts, Scholarship applications open for Spring Trimester	FY 29 Q3 Quarterly & Data reports submitted, New DA starts, Final scholarships awarded

FY29 Q4 Quarterly reports submitted, PN/PCT graduation, Scholarships awarded, PN/PCT starts	FY 30 Q1 End of grant contract, Last reports completed, DA graduation, PN graduation
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### **Strength of Partnership**

The “TCAT Northwest Student Assistance” project will form a continual collaboration between TCAT Northwest, Halls High School, Lake County High School, Ripley High School, Crockett County High School, Dyersburg High School, Dyer County High School, Union City High School, Covington High School, Munford High School, Brighton High School, Obion County Joint Economic Development Cooperation, Lauderdale County Chamber/Economic and Community Development Corporation, Workforce Innovations Inc., Helping Hands daycare, Kreative Kidz daycare, and Tiny Tigers daycare to continue a clear pathway for Dual Enrollment/Adult students to be trained in the fields of Practical Nursing, Patient Care Technology, Dental Assisting, and Pharmacy Technology. Increasing the number of early post-secondary opportunities (EPSO) offered through high schools will result in more certifications and diplomas being issued, resulting in more highly skilled employees for the workforce. Tennessee Department of Mental Health and Substance Abuse Services has agreed to work with TCAT Northwest on providing support, education, and clinical opportunities.

The Obion County Joint Economic Development Corporation and Lauderdale County Chamber of Commerce/Economic and Community Development Corporation will coordinate efforts with TCAT Northwest in the marketing of the Student Assistance programs within the community. This will include contributing outreach activities to increase awareness of the career

pathways in this sector. The local Workforce Boards serve as a bridge between post-secondary institutions and the needs of the workforce. They fulfill this goal by understanding the skills that employers need and connecting skilled workers to those opportunities through career pathways. Our economic development partners will assist with this proposal through supportive services for postsecondary learners. In addition, the workforce boards will help create a talent pipeline through partnerships in the healthcare community and within our rural areas.

### **Budget Plan**

The budget outlines the clear alignment between the funding requested and all grant activities to serve Lake, Lauderdale, Crockett, Dyer, Tipton, and Obion Counties. The financial plan and budget include the following: **Salaries and Benefits** = \$207,000, **Supplies – Technology, tools, books, training supplies, and consumables** = \$284,000. **Professional Fee, Grant & Award**=\$1,349,000. **Indirect Costs**=\$160,000.000.

A Health Care Project Assistant will be hired. The employee will assist in the application process for scholarships and vouchers, organizing files, and assist the Director of Allied Health and TCAT grant staff with grant reports according to the grant requirements. (\$207,000)

Supplies will include such things as hotspots with service for students who do not have or do not have reliable internet access. It would also include the cost of uniforms for our Health Science programs. 900 students can be served with uniform assistance over the life of the grant. This alleviates financial strain for our students and ensures necessary access to online references and assignments. (\$284,000)

Professional Fee, Grant, and Awards is the largest category in this proposal, allowing scholarships or vouchers for transportation, tuition and childcare, and payment of certification fees for secondary and post-secondary students. This budget will allow TCAT Northwest to

provide 10 students per month with childcare vouchers for the grant period. Transportation scholarships would be offered to 160 students per year. Tuition scholarships would be offered to one person per health science program per year. (\$1,349,000)

### **Sustainability**

The advancement of Rural Healthcare Pathways Expansion Grant will be sustained through continuous partnerships and collaborations between TCAT Northwest, High School Partners, industry employers, and the local workforce boards. Due to this proposal's anticipated success, the project will allow the program to be easily maintained and sustained by the respective partners associated with it. Fundraising efforts will continue to allow for these scholarships to continue after the grant period. The amount of growth that the Northwest Tennessee region will sustain in the coming years due to the arrival of Blue Oval City is incredible and healthcare will have to grow with it! Dual Enrollment Agreements will remain active and in place at each high school every fiscal year. This will continue to create dual enrollment opportunities for high school students. High School students can use Dual Enrollment scholarships that provide grant funding for dual enrollment tuition fees.

Industry Partnership agreements will remain in effect to reinforce work-based learning experiences. The institution will continue to expand these opportunities with new partners as the program continues to expand. This will also strengthen placement rates upon completion and graduation.

### **Optional Criteria**

This proposal seeks to implement the Rural Healthcare Pathways Expansion Grant in the rural populations within Crockett, Dyer, Lake, Lauderdale, Obion, and Tipton Counties. This

program is aligned with nursing assistants (SOC Code 31-9092), dental assistants (SOC Code 31-9091), phlebotomists (SOC Code 31-9097), health care support workers (SOC Code 31-9099), home health and personal care aids (SOC Codes 31-1120) which is in high demand in Tennessee. This proposal seeks to serve students and residents in Lake County Tennessee, which is categorized as a distressed county as measured by the County Economic Status Map. Students will be served at Lake County High School which is located at 819 McBride Street in Tiptonville, Tennessee, within census tract 4709590100. Students from the neighboring town of Ridgely also attend this high school and will benefit from this grant proposal. The census tract for Ridgely is 4709590200. Based on the United States Census Bureau's report, these tracts are designated as being in persistent poverty (Tennessee's Economy 2022-2023, tn.gov).

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## APPENDIX B: Budget

GRANT BUDGET				
Rural Health Care Pathways Expansion Grant				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: END:				
POLICY 03 Object Line-Item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1. 2	Salaries, Benefits & Taxes	0.00	0.00	207,000.00
4. 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	1,349,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	284,000.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	160,000.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	2,000,000.00

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <https://www.tn.gov/finance/looking-for/policies.html>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.



## **GRANT BUDGET LINE - ITEM DETAIL**

### **Line 1     Salaries and Wages**

On this line, enter compensation, fees, salaries, and wages paid to officers, directors, trustees, and full-time employees. An attached schedule may be required showing client wages or other included in the aggregations.

### **Line 2     Employee Benefits & Payroll Taxes**

Enter (a) the institution's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the institution's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes or other included in the aggregations.

### **Line 4     Professional Fees**

Enter the organization's fees to outside professionals, consultants, and personal-service contractors. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

### **Line 5     Supplies**

Enter the organization's expenses for office supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

### **Line 6     Telephone**

Enter the institution's expenses for telephone, cellular phones, FAX, E-mail, telephone equipment maintenance, and other related expenses.

### **Line 7     Postage and Shipping**

Enter the institution's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles.

### **Line 9     Equipment Rental and Maintenance**

Enter the institution's expenses for renting and maintaining computers, copiers, postage meters, and other office equipment used exclusively for this grant initiative.

### **Line 10    Printing and Publications**

Enter the institution's expenses for producing printed materials (not including posters, advertising, and other marketing materials), purchasing books and publications, and buying subscriptions to publications.

### **Line 11    Travel**

Enter the institution's expenses for travel, including transportation, meals, lodging, and per diem payments.

### **Line 12    Conferences and Meetings**

Enter the institution's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees.

**Line 15 Grants and Awards**

Enter the institution's awards, grants, subsidies, and other pass-through expenditures to individuals and to other institutions, including travel and equipment allowances outside the institution (this includes WBL salary reimbursements). This classification includes items used in direct support of this initiative. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

**Line 18 Other Non-personnel Expenses**

Enter the institution's allowable expenses for advertising, the institution's and employees' membership dues in associations and professional societies and licenses, permits, registrations, and testing fees.

**Line 19 Capital Purchases**

Enter the organization's purchases of fixed assets and purchases with a minimum life expectancy of one year. Include land, equipment, buildings, leasehold improvements, and other fixed assets.

**Line 22 Indirect Costs**

This amount is intended to cover costs associated with administrative functions including providing the required project reports, financial information, and information to support project evaluation. Not to exceed eight percent of the total budget.

**Line 24 In-Kind Expenses**

This amount is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

**Line 25 Total Expenses**

Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Union City Schools (Union City High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Union City Schools (Union City High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Diesel Powered Equipment Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

**A. RESPONSIBILITIES OF THE PARTIES**

**A.1 The Institution:**

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.

- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.
- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.
- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the

instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.

- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:

Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.

If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.

- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.
- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or

necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.

D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.

D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

John Graham, Vice Principal  
Union City High School  
1305 High School Drive, Union City, TN 38261  
(731) 885-2373 (phone)  
(901) 885-5011 (fax)

D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

Union City Schools (Union City High School):

DocuSigned by:  2024-06-27 | 6:56 AM PDT  
Wesley Kennedy, Director of Schools Date

Tennessee College of Applied Technology Northwest:

DocuSigned by:  2024-06-27 | 7:07 AM PDT  
Dr. Yolanda Jones, President Date

TENNESSEE BOARD OF REGENTS:

DocuSigned by:   2024-06-27 | 9:12 AM CDT  
John W. Tydings, Chancellor Date



**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Dyer County Schools (Dyer County High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Dyer County Schools (Dyer County High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.

- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Cheryl Mathis, Director of Schools

Dyer County Schools  
159 Everett Avenue, Dyersburg, TN 38024  
(731) 285-6712 (phone)  
(731) 286-6721 (fax)

D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as, such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

**Dyer County Schools (Dyer County High School):**

DocuSigned by: 2024-07-02 | 6:09 AM PDT  
Cheryl Mathis  
Cheryl Mathis, Director of Schools **Date**

**Tennessee College of Applied Technology Northwest:**

DocuSigned by: 2024-07-02 | 11:12 AM PDT  
Yolandia Jones  
Yolandia Jones, President **Date**

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by: 2024-07-05 | 7:23 AM CDT  
Florence W. Tydings <sup>DS</sup>  
Florence W. Tydings, Chancellor **Date**

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Lauderdale County School District (Ripley High School/Halls High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Lauderdale County School District (Ripley High School/Halls High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.



- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Shawn Kimble, Superintendent

Lauderdale County School District  
321 Armory St., Ripley, TN 38063  
(731) 635-2941 (phone)

D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as, such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

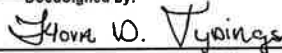
**Lauderdale County School District (Ripley High School/Halls High School):**

DocuSigned by:  
  
Shawn Kimble, Superintendent  
2024-06-27 | 9:50 AM CDT  
Date

**Tennessee College of Applied Technology Northwest:**

DocuSigned by:  
  
Yolanda Jones, President  
2024-06-27 | 8:04 AM PDT  
Date

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by:  
  
Floyd W. Tydings, Chancellor  
2024-06-27 | 10:09 AM CDT  
Date

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Lake County Schools (Lake County High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Lake County Schools (Lake County High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2 The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.

- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.



- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Dr. Woody Burton, Director of Schools

Lake County Schools  
819 McBride, Tiptonville, TN 38079  
(731) 253-6601 (phone)  
(731) 253-7111 (fax)


D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

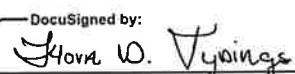
**Lake County Schools (Lake County High School):**

DocuSigned by:  
  
Dr. Woody Burton, Director of Schools  
2024-06-27 | 10:03 AM CDT  
Date

**Tennessee College of Applied Technology Northwest:**

DocuSigned by:  
  
Yolanda Jones, President  
2024-06-27 | 8:05 AM PDT  
Date

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by:  
  
Flora W. Tydings, Chancellor  
2024-06-27 | 10:10 AM CDT  
Date

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
**Tipton County Schools (Brighton High School/Covington High  
School/Munford High School)****

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Tipton County Schools (Brighton High School/Covington High School/Munford High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2 The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.

- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on July 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Harvey Witherington, CTE Director

Tipton County Schools  
1580 Highway 51 South, Covington, TN 38019  
(901) 476-7148 (phone)  
(901) 476-4870 (fax)

D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

**Tipton County Schools (Brighton High School/Covington High School/Munford High School):**

DocuSigned by:  
  
Dr. John Combs, Superintendent  
2024-07-02 | 5:58 PM CDT  
Date

**Tennessee College of Applied Technology Northwest:**

DocuSigned by:  
  
Dr. Yolanda Jones, President  
2024-07-02 | 4:23 PM PDT  
Date

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by:  
  
Elora W. Tydings, Chancellor  
DS  
  
2024-07-02 | 6:26 PM CDT  
Date



**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Dyersburg City Schools (Dyersburg High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Dyersburg City Schools (Dyersburg High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2 The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.

- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on August 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Kim Worley, Director of Schools

Dyersburg City Schools  
509 Lake Road, Dyersburg, TN 38024  
(731) 286-3600 (phone)  
(731) 286-2754 (fax)

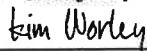
D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.

D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as, such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

**Dyersburg City Schools:**

DocuSigned by:  
  
Kim Worley, Director of Schools  
2024-06-24 | 7:57 AM EDT  
Date

**Tennessee College of Applied Technology Northwest:**

DocuSigned by:  
  
Yolanda Jones, President  
2024-06-24 | 5:22 AM PDT  
Date

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by:  
  
Flossie W. Tydings, Chancellor  
2024-06-24 | 7:25 AM CDT  
Date

**Dual Enrollment Agreement for Tennessee Colleges of Applied Technology  
Between  
Tennessee College of Applied Technology Northwest  
and  
Crockett County School District (Crockett County High School)**

This Dual Enrollment Agreement ("Agreement"), by and between Tennessee College of Applied Technology Northwest ("Institution") and Crockett County School District (Crockett County High School) ("High School"), is for the purpose of providing eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s), as further defined herein.

**OVERVIEW**

In accordance with the guidelines and policies set forth by the Tennessee Higher Education Commission and Tennessee Board of Regents ("TBR") Policy 2:03:00:01, and the procedures established by Institution, Institution desires to provide eligible high school students the opportunity to earn both college and high school graduation credits simultaneously upon successful completion of qualified course(s) (each a "Dual Enrollment Course") toward a program of study (a "Program").

The following classes that are listed in the Institution's catalog and use the course syllabus, including outcomes and requirements, and text and materials approved by the respective Institution department are offered as Dual Enrollment Courses:

- Administrative Office Technology
- Automotive Technology
- Building Construction Technology
- Computer Aided Design
- Computer Information Technology
- Cosmetology
- Digital Agronomy
- Diesel Powered Equipment Technology
- Electric Vehicle Production Technician
- Farming Operations Technology
- Hybrid Electrical Vehicle
- Health Information Management
- HVACR
- Industrial Electricity
- Industrial Maintenance/Molding
- Industrial Maintenance Automation
- Industrial Maintenance/Mechatronics
- Industrial Maintenance
- Machine Tool Technology
- Patient Care/Medical Assisting
- Pharmacy Technology
- Welding Technology

Eligible students ("Students") must be enrolled as 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade students in a Tennessee public or nonpublic secondary school, or in a home education program. In order to enroll in a specific Dual Enrollment Course, Students must meet the Program's specific placement requirements as determined by the Institution.

In order to participate in a Dual Enrollment Course, Students must submit the following to the TCAT Northwest Student Services Personnel:

- A completed application for admission signed by the Student;
- Required signatures from Student and parent or legal guardian of the Student.

In order to remain eligible to participate in Dual Enrollment Courses, Students must be in compliance with the Institution's attendance policy, or the High School's attendance policy for Dual Enrollment Courses held at the High School, and maintain a cumulative GPA of at least 2.0 or higher based on individual academic program GPA standards in the Dual Enrollment Course(s) that the Student is taking in order to register for subsequent Dual Enrollment Courses. Exceptions must be submitted in writing to the Institution's President, Dr. Youlanda Jones.

Dual Enrollment Courses may be held on the campus of the Institution or the High School as mutually agreed to by the parties.

A. RESPONSIBILITIES OF THE PARTIES

A.1 The Institution:

- Is responsible for ensuring that a qualified faculty or adjunct faculty member is the instructor for the Dual Enrollment Course.
- Reserves the right to schedule an observation of all Dual Enrollment Courses held on the campus(es) of the High School at any time to ensure that Institution's expectations for the quality of the Dual Enrollment Course are met.
- Will initially classify Students enrolled in a Dual Enrollment Course as non-degree seeking. However, upon high school graduation or GED completion, the Dual Enrollment Course credit(s) may be applied toward an appropriate college-degree program so long as regular admissions requirements are met.
- Will adhere to High School's standard operating procedures for the reservation and utilization of school equipment for all Dual Enrollment Courses operated on the High School's campus.
- May require that the High School maintain science and computer laboratories and equipment appropriate and compatible for delivery of a Dual Enrollment Course held on the High School's campus.
- May cancel any Dual Enrollment Course with enrollment insufficient to cover Institution's expenses, so long as no invoices are sent to High School for such Dual Enrollment Course.
- On the schedule requested by High School, provide to High School for all Students completed grade reporting sheets and attendance reporting sheets.

A.2. The High School shall:

- Award high school graduation credit(s) for each Dual Enrollment Course successfully completed.
- Provide appropriate classroom space and instructional equipment, as determined by the Institution, for Dual Enrollment Courses offered on the High School campus.
- Pursuant to 0520-1-3-.06(4) (c) 1. of Tennessee Board of Education Rules, Regulations, and Minimum Standards for the Governance of Tennessee Public School (1994), retain the right to observe and supervise instruction, which is conducted on the High School campus during regular school hours.
- Agree to follow the Institution's academic calendar for all Dual Enrollment Courses if requested by the Institution.
- Provide Institution with any grade reporting sheets or attendance reporting sheets that Institution will be requested to complete for Students.



- Ensure that each Student applies for the Dual Enrollment Lottery Grant and any other Tennessee Student Assistance Corporation ("TSAC") grants available to pay for Dual Enrollment Courses prior to the deadlines set by TSAC.
- Not permit any Student to enroll in a Dual Enrollment Course unless that Student has either (i) provided to High School health information that establishes that the Student has complied with the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices or (ii) provided to High School documentation that meets the requirements of Rule 0140-02-09-.03 of the Tennessee Board of Regents regarding exemptions from vaccination requirements.
- Ensure that Students enrolling in a nursing, laboratory or allied health profession Dual Enrollment Course are aware of the need to comply with immunization requirements of entities providing clinical experiences associated with such courses.
- Ensure that each Student completes a waiver form indicating that the Student has received detailed information about (i) the recommended immunization schedule for measles, mumps, rubella and varicella for adults, issued by the Center for Disease Control and Prevention Advisory Committee on Immunization Practices and the availability and effectiveness of the recommended vaccines and (ii) the risk factors for hepatitis B infection and the availability and effectiveness of vaccine for persons who are at risk of the disease.

A.3. The Institution and the High School shall:

- Each designate a individual to provide oversight of details and distribute general program information and necessary forms to Students.
- Jointly determine the Dual Enrollment Courses to be offered, subject to Institution's staffing and scheduling limitations and any enrollment or financial limitations.
- Provide appropriate information to the Students regarding Dual Enrollment Lottery Grant, Middle College Scholarship, and any other TSAC grants available to pay for Dual Enrollment Courses.

AGREEMENT TERM:

- B.1. Term. This Agreement shall be effective for the period of no more than one (1) year, commencing on August 1, 2024 and ending on June 30, 2025.
- B.2. Term Extension. The parties may agree to extend the term of this Agreement for additional periods of time not to exceed five (5) years in length, so long as an amendment extending the term of this Agreement is executed prior to the expiration date of this Agreement.

C. FACULTY/COSTS

- C.1. Instructors for the Dual Enrollment Courses shall be subject to the approval of both parties and will adhere to Institution's policies regarding academic standards and documentation of attendance and grades. The Institution reserves the right to replace any Dual Enrollment Course instructor provided by the High School for non-performance and/or violation of Institution policies and guidelines. The parties will promptly enter into an amendment of this Agreement if the replacement results in the Institution then being responsible for compensating the instructor of the affected Dual Enrollment Course. The parties agree that the primary employer of a Dual Enrollment Course instructor (Institution or High School) shall be responsible to arrange and compensate, if required, a substitute in the event that the instructor will be absent for a class meeting.

- C.2. In the event the instructor is provided and compensated by the Institution, such compensation will be based upon applicable Institution policies as to Institution faculty.
- C.3. In the event the instructor is provided and directly compensated by the High School, such compensation will be based upon applicable High School policies and no funds shall be due to the High School from the Institution unless otherwise specified in Section C.6 below. This does not prevent the Institution from entering into separate agreements with instructors who are also employees of the High School to engage such instructors as adjuncts.
- C.4. All costs associated with enrollment of Students in Dual Enrollment Courses that not covered by amounts received under the Tennessee Dual Enrollment Lottery Grant or any other TSAC grant intended to pay for the costs of a particular Student's enrollment in a Dual Enrollment Course (collectively, "Grant Monies") shall be the responsibility of the Student or Student's parent or legal guardian. Institution shall invoice Students or the Student's parent or legal guardian in accordance with the terms of the enrollment agreement documents between the parties. The costs shall be as set forth in Sections C.5. and C.6.
- C.5. For Dual Enrollment Courses held at Institution's facilities, the per Student cost per Dual Enrollment Course shall be equal to the per student cost that the Institution has set as the per student cost for enrollment in such course by other students of the Institution (the "Institution's Class Cost"). The Institution's Class Cost includes the cost of providing the instructor, classroom space, all maintenance and mandatory fees, textbooks and other class materials. The Institution's Class Cost will not include any fees that the Tennessee Higher Education Commission has determined may not be charged for Dual Enrollment Courses. The parties acknowledge that the per student enrollment cost for each course the Institution offers, and all fees are approved by TBR and available for review by High School upon request.
- C.6. For Dual Enrollment Courses held at High School's facilities, the parties agree that it is anticipated that the costs shall be equal to the Grant Monies and also as follows:
- Any Dual Enrollment Course instructors employed by the High School will be paid by the Institution a stipend per term not to exceed \$1500 to compensate such instructors for the additional work associated with satisfying Institution's requirements for Dual Enrollment Courses pursuant to a separate agreement between the parties. The stipend amount shall not be subject to escalation for any reason unless this Agreement is amended. If any extension of the Agreement necessitates additional funding, the increase in the Institution's maximum liability will also be affected through an amendment to the Agreement.
- If other costs are anticipated to be incurred by Institution in connection with the Dual Enrollment Course, such as for supplies, Institution will obtain High School's written approval of such costs prior to invoicing High School for the same.
- C.7. In the event that a Student drops a Dual Enrollment Course by the Institution's Drop/Add Deadline, Grant Monies will be returned to TSAC in accordance with Institution and TSAC policies.

D. TERMS AND CONDITIONS:

- D.1. Required Approvals. The Institution is not bound by this Agreement until it is approved by the appropriate officials in accordance with applicable Tennessee laws and regulations as shown on the signature page of this Agreement.

- D.2. Modification and Amendment. This Agreement may be modified only by a written amendment executed by all parties hereto and approved by the appropriate officials.
- D.3. Performance. Each party agrees to work in good faith to achieve the objectives of this Agreement.
- D.4. Termination. Either party may terminate this Agreement with or without cause for any reason by providing written notice to the other party. However, in no event shall termination be effective until the end of the academic year then in progress.
- D.5. Nondiscrimination. Each party hereby agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Agreement or in the employment practices of either party on the grounds of disability, age, race, color, religion, sex, veteran status, national origin, or any other classification protected by Federal, or State constitutional or statutory law.
- D.6. State and Federal Compliance. Each party shall comply with all applicable State and Federal laws and regulations, including without limitation with the Family Educational Rights and Privacy Act (FERPA) (collectively, the "Laws"). Each party agrees that its officers, employees and agents will use personally identifiable information from an education record disclosed pursuant to this Agreement only for the purposes for which the disclosure was made and not for any other purpose unless permitted by the Laws or necessary in order to comply with this Agreement. For purposes of clarity, the parties acknowledge that Students enrolled in Dual Enrollment Courses are students of both the Institution and the High School with educational records created by the instructors of such Dual Enrollment Courses being records of both the Institution and the High School. The parties further acknowledge that the Laws applicable to educational records held by the Institution differ from those applicable to educational records held by the High School and agree that the Laws applicable to educational records held by the Institution shall apply only to the Institution, and the Laws applicable to educational records held by the High School shall apply only to the High School. The personally identifiable information may not be disclosed or re-disclosed by either party to any but the other party without prior written consent of the Student, the parent or legal guardian of the Student, or as otherwise permitted by FERPA or this Agreement.
- D.7. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
- D.8. Severability. If any terms or conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.
- D.9. Communications and Contacts.

The Institution:

Dr. Youlanda Jones, President  
Tennessee College of Applied Technology Northwest  
340 Washington St., Newbern, TN 38059  
731-410-7781  
[yjones@tcatnorthwest.edu](mailto:yjones@tcatnorthwest.edu)

The High School:

Haley Williams, CTE Director

Crockett County High School  
402 Hwy. 88 Alamo, TN 38001  
(731) 696-4525 (phone)  
(731) 696-3124 (fax)

- D.10. Relationship of the Parties. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
- D.11. Liability. Institution is a public institution of higher education and a member of the State University and Community College System of Tennessee governed by the Tennessee Board of Regents. As a state entity, its liability arising from performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under T. C. A. §§ 9-8-101 through 9-8-407. The High School is a political subdivision of the state and, as, such its liability for injuries which may result from its performance under this Agreement shall be subject to and limited to those rights and remedies, if any, available under the Tennessee Governmental Tort Liability Act, §§ T. C. A. 29-20-201, et seq.

Each party shall be solely liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, or judgments resulting from action or omissions of itself or those for whom it is legally responsible, relating to or arising under this Agreement.

IN WITNESS WHEREOF:

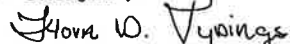

**Crockett County School District:**

DocuSigned by:  
  
Phillip Pratt, Director of Schools  
2024-06-19 | 6:47 AM PDT  
Date

**Tennessee College of Applied Technology Northwest:**

DocuSigned by:  
  
Dr. Yolanda Jones, President  
2024-06-19 | 6:58 AM PDT  
Date

**TENNESSEE BOARD OF REGENTS:**

DocuSigned by:  
  
Horn W. Tydings, Chancellor  
  
2024-06-19 | 9:08 AM CDT  
Date

AGREEMENT  
BETWEEN  
Tennessee College of Applied Technology Northwest  
AND

Obion County Joint Economic Development Corporation, Lauderdale County Chamber of Commerce, Workforce Innovations, Inc., Northwest and Southwest TN Workforce Board, Crockett County High School, Dyersburg High School, Dyer County High School, Lake County High School, Ripley High School, Halls High School, Covington High School, Brighton High School, Munford High School, Union City High School, Tennessee Department of Mental Health and Substance Abuse Services, Helping Hands Daycare, Kreative Kidz Daycare, Tiny Tigers Daycare

This Agreement entered into this 15th day of January, 2025 by and between Tennessee College of Applied Technology Northwest (hereinafter referred to as the “College”), Obion County Joint Economic Development Corporation, Lauderdale County Chamber of Commerce, Workforce Innovations, Inc., Northwest and Southwest TN Workforce Board, and Helping Hands Daycare, Kreative Kidz Daycare, Tiny Tigers Daycare (hereinafter collectively referred to as the “Employer Participants”) and, Tennessee Department of Mental Health and Substance Abuse Services, Crockett County High School, Lake County High School, Ripley High School, Halls High School, Covington High School, Brighton High School, Munford High School, Dyer County High School, Dyersburg High School, and Union City High School (hereinafter collectively referred to as the “Educational Participants”) is for the purpose of implementing the Rural Health Care Pathways Expansion Grant (RHCPE) Proposal, as further defined below.

**PURPOSE**

The purpose of this Agreement is to clearly identify the roles and responsibilities of each party as they relate to the Tennessee Higher Education Commission’s (THEC) Rural Health Care Pathways Expansion Grant (RHCPE) proposal to implement the RHCPE program in the College’s rural service areas. In particular, the Agreement is intended to establish expectations between the designated employer participants and the education participants to provide youth the opportunity to gain valuable vocational skills to address the labor shortage and skill deficits in the rural health care sector.

**I. ROLES**

**1. COLLEGE ROLE:**

The College agrees to the following responsibilities:

- Serve as the fiscal agent of the grant
- Deliver health career educational opportunities to employees and students of the Educational Participants
- Coordinate work-based learning opportunities required by employers for students to work for Employer Participants upon completion of the respective program

- Create a Rural Health Mobile Training Opportunity in rural counties in West Tennessee

## **2. EMPLOYER PARTICIPANTS:**

The Employer Participants are responsible for supporting the mission of the RHCPE. Employer participants agree to the following responsibilities:

- Alerting the College of job openings
- Development of youth interest in health careers
- Host tours for youth and adult program participants (no more than one per year per participant)
- Participate in school career exploration events (no more than one per year per participant)
- Consider graduates for employment
- Serve on occupational advisory boards upon request, and attend requested meetings

The Employer Participants agree that there is a need for these programs in their rural communities because of a lack of qualified candidates in health careers in their local geographic area. The benefits include an increased skilled pipeline to their organization and an overall benefit to the rural communities they serve by providing increased access to quality health care.

## **3. EDUCATION PARTICIPANTS:**

Education Participants agree to the following responsibilities:

- Recruiting students to enroll in Health Career Pathways
- Providing students with WBL (Work-Based Learning) opportunities by engaging students and employers in meaningful activities
- Managing dual enrollment/dual credit with the College
- Providing students the opportunity to obtain industry credentials, including underrepresented groups of students (economically disadvantaged, students with disabilities, students in foster care; and students with parents that are in the armed forces or on active duty) as well as non-traditional
- Monitor Employer Participant engagement

The Education Participants agree that there is a need for these programs in their rural communities because of a lack of overall awareness and access

in secondary students regarding health careers in their local geographic area. The benefits include a potentially increased employment rate and income for the rural communities they serve and providing increased access to quality health care.

## II. MISCELLANEOUS:

1. Modification of roles/responsibilities and the sustainability of the program are collectively decided by the parties.
2. An Employer Participant or Educational Participant may terminate its relationship with the program at the end of an academic term with a 30-day written notice to the College.
3. Employer Participants and Educational Participants and may be added through written Amendment to this Agreement.
4. Term. The term of this Agreement shall be January 15<sup>th</sup>, 2025 through August 15<sup>th</sup> 2029.
5. Counterparts. This Agreement may be executed in any number of counterparts, each of which together shall be deemed to be original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such a facsimile or ".pdf" signature page was an original thereof.

COLLEGE:	EDUCATIONAL PARTICIPANT:
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**EDUCATIONAL PARTICIPANT:**

Lake County High School

Wally Borden  
Signature

Director of  
Wally Borden Schools  
Name and Title

1/6 Jan 2025  
Date

**EDUCATIONAL PARTICIPANT:**

Crockett County High School

Heather Harris  
Signature

Heather Harris  
Name and Title

1-16-25  
Date

**EMPLOYER PARTICIPANT:**

Creative Kidz Daycare

BFP  
Signature

BONNIE FRANK, owner  
Name and Title

1/23/25  
Date

**EDUCATIONAL PARTICIPANT:**

Tennessee Department of Mental Health and  
Substance Abuse Services

Melesa Lassiter  
Signature

Melesa Lassiter BNS, RN ROPS (Regional  
Overdose Prevention Specialist  
Name and Title

1/24/2025

Date

**EMPLOYER PARTICIPANT:**

Lauderdale County Chamber of Commerce

Susan Worlds  
Signature

Susan Worlds IOM,, CCE  
Executive Director, Lauderdale Chamber/ECD

Name and Title

January 22, 2025

Date

**EMPLOYER PARTICIPANT:**

Obion County Joint Economic Development  
Corporation

Lindsay Theobald  
Signature

Lindsay Theobald  
Name and Title

CEO

01.16.2024  
Date



EDUCATIONAL PARTICIPANT:

Dyer County High School

Cheryl Mathis  
Signature

Cheryl Mathis, Director of Schools  
Name and Title

1/27/25  
Date

EMPLOYER PARTICIPANT:

Troy Tigers Learning Academy

Tabitha Thompson  
Signature

Tabitha Thompson  
Name and Title  
owner

1-23-25  
Date

EDUCATIONAL PARTICIPANT:

Dyersburg High School

Kim Yeter  
Signature

Kim Yeter, CTE Director  
Name and Title

1/30/25  
Date

EDUCATIONAL PARTICIPANT:  
Munford High School

[Signature]  
Signature

Dr. John Combs, Superintendent  
Name and Title

1/24/2025  
Date

EMPLOYER PARTICIPANT:  
Workforce Innovations Inc., Northwest and Southwest TN Workforce Board

[Signature]  
Signature

Jennifer Bane, Executive Director  
Name and Title

1/17/2025  
Date

EDUCATIONAL PARTICIPANT:  
Union City High School

[Signature]  
Signature

Michael Paul Miller - Assistant Director of Schools  
Name and Title

1/16/25  
Date

EDUCATIONAL PARTICIPANT:  
Halls High School

[Signature]  
Signature

Latonya Jackson, Director of Secondary & CTE  
Name and Title

01/24/2025  
Date

EDUCATIONAL PARTICIPANT:  
Ripley High School

[Signature]  
Signature

Latonya Jackson, Director of Secondary & CTE  
Name and Title

01/24/2025  
Date

EDUCATIONAL PARTICIPANT:  
Brighton High School

[Signature]  
Signature

Dr. John Combs, Superintendent  
Name and Title

1/24/2025  
Date

EDUCATIONAL PARTICIPANT:  
Covington High School

[Signature]  
Signature

Dr. John Combs, Superintendent  
Name and Title

1/24/2025  
Date