

**SAMPLE DUAL ENROLLMENT AUTHORIZATION LETTER (on letterhead)**

(Date)

Miles S. McCrimmon, Ph.D.  
Rappahannock Community College  
52 Campus Drive  
Warsaw, VA 22572

Dear Dr. McCrimmon:

Please accept this letter of authorization to enroll students on the class rosters provided by the high school for the \_\_\_\_\_ semester. (\_\_\_\_\_ Public Schools) will accept financial responsibility for the students per our dual enrollment agreement.

Please send the invoice to:

Sincerely,

(The High School Principal)

(As per VCCS policy, signature of The High School Principal is now required. Other signatures are now optional)