GaFutures Dual Enrollment Funding Instructions

Follow the steps below to submit a **GaFutures.org** dual enrollment funding application.
A GaFutures DE funding application must *be completed every academic year, with Summer term representing the start of the academic year (May – April)*

1. Go to **www.GaFutures.org**
   a. If you do **not** have an account, click "Create an Account"
      - Use your personal email address, NOT use your high school email.
      - For home-study programs, refer to the **"Home Study Program"** section to create an account
   b. If you **do** have an account, click "Sign In"

2. After you sign in with an account created, on the right side click "Shortcuts", then "Dual Enrollment Funding Application", then **"Apply for Dual Enrollment"**

3. Verify your full name, date of birth and social security number are correct
   a. If information needs to be corrected then return to your profile or contact GaFutures@gsfc.org

4. The **student** completes **all** sections
   a. The parent/guardian email address must be different from the student email address
   b. Under "College Selection", enter Gwinnett Technical College
   c. Under "Participation Agreement" the student must check all boxes under "Student Acknowledgment"
   d. Under HOPE Grant Implications, check the box next to "I understand"
   e. Under "Student Signature", type your name
   f. Click "Submit"

5. The **parent** completes **all** sections
   a. The parent/guardian will receive an email with the student's GaFutures Dual Enrollment Application ID number, and a link to the **"Parent/Guardian Participation Agreement"**
   b. The parent will then complete the parent/guardian portions of the funding application (following the steps c – f as outlined above)

6. The application is considered complete when the student **AND** the parent/guardian have electronically signed and submitted the funding application through GaFutures.org

7. The high school will update their portion of the application after it is submitted by the student and parent. This might not occur until the start of the college semester.

8. Gwinnett Tech begins updating the college portion approx. 15 business days **AFTER** the semester begins.

9. The Dual Enrollment funding process is continuous throughout the semester. Funding is typically applied to a student's Gwinnett Tech account at least five weeks after the start of the term.

GwinnettTech.edu/DualEnrollment   **DualEnrollment@GwinnettTech.edu**