

Early College Credit Program Reimbursement Instructions

Karin Smith, Education Consultant
Karin.Smith@dpi.wi.gov
608-267-3161



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Step 1: Verify that you are reporting the correct courses for ECCP reimbursement

- ✓ **Only report courses that take place at the college or university**
 - Taught by an instructor from the college or university
 - Can include online or blended courses
 - Courses that take place at the high school/district are not eligible for reimbursement
- ✓ **Only report courses from a UW, Private, or Tribal College in WI**
 - Wisconsin Technical College courses are not eligible
 - Colleges or universities outside of Wisconsin are not eligible
- ✓ **Ensure there is an approved [ECCP application](#) for each course you report for reimbursement**

Step 1 (continued)

✓ **Make sure the student passed and completed each course you report for reimbursement**

- If a student does not complete or pass the course, the school district may invoice the family for the tuition payment.

✓ **Make sure the college or university is invoicing your school at the reduced tuition rate**

UW Campuses and Tribal Colleges: one-third of the amount that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the educational institution as an undergraduate student.

UW Two Year Colleges: one-half of the amount that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the college campus as an undergraduate student.

WI Private Colleges/Universities: one-third of the amount that would be charged for each credit assigned to a similar course offered by the University of Wisconsin-Madison to an individual who is a resident of this state and who is enrolled at the University of Wisconsin-Madison as an undergraduate student.

Step 2: Organize your ECCP courses by institution, semester and credit

Institution = Name of the college or university that granted credit

Semester = Summer, Fall, or Spring (assign trimester, or interim sessions to the label that fits best)

Credit = High School and College Credit or College Credit Only

- If the district does not offer a comparable course and the ECCP course fulfills a graduation requirement for the student the course must provide high school and college credit
- If the district does not offer a comparable course and the ECCP course does NOT fulfill a graduation requirement for the student the course is listed as college credit only
- If you're not sure, check with the person who approved the ECCP Application/Participation form (often a school counselor)

Step 3: Access your district's online ECCP reimbursement form

ECCP reimbursement forms are accessed and submitted through the [WISEhome portal](#) each year between May 30 and July 15.

1. Log into WISEhome and click on the "Request Access" tab on the top toolbar.
2. Fill out and submit the form, selecting the application "Early College Credit Program."
3. The request will be sent to your district's WISEsecure administrator. Once they approve your request you will see the ECCP application when you log back into WISE.
4. Go into the ECCP application to submit your ECCP reimbursement form.

Step 4: Enter your ECCP courses into your ECCP reimbursement form

Early College Credit Program Reimbursement Application

Only ONE person from your district or private school should submit this form. Information you enter will automatically save. You may exit and return using your unique link as needed. Enter in the total tuition your public school district or private school paid to each Institution of Higher Education (IHE). You will need to enter this information for each semester. And, you will enter a separate line for each credit type: College Only or High School/College. Instructions: 1) Click "Add Row" to get started. 2) Select the semester for which you wish to enter information using the drop-down menu. The semester should correspond to the semester or session listed on the student's participation form. 3) Select the credit type using the drop-down menu. 4) Select the College/University name using the drop-down menu. 5) Enter the number of students to which this line applies. 6) Enter the total number of credits earned by the total students in the previous field. 7) Enter in the TOTAL dollar amount your district or private school paid for tuition for this line. 8) Click the Update button to save the row - the Reimbursement Rate and Maximum Reimbursement will automatically populate. 9) Click "Add Row" to enter additional lines as needed

+ Add Row

				Total College	Total Tuition	Reimbursement	Maximum Expected Reimbursement	
DPI Home Contact Us About Us Copyright Privacy Non-Discrimination Accessibility	Wisconsin Department of Public Instruction - Jill K. Underly, PhD, State Superintendent							
Summer 2020 ▾	High School / College ▾	Alverno College - Milwaukee ▾	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 %	\$0.00	<input type="button" value="Cancel"/>
Totals:			0	0.00	\$0.00		\$0.00 *	

This form shows the maximum reimbursement your district or private school may receive. If the total amount of claims exceeds the amount of funding appropriated, reimbursement payments will be prorated accordingly.

ECCP Reimbursement Questions

You can access answers to many of your questions about the ECCP reimbursement process by going to <https://dpi.wi.gov/dual-enrollment/eccp/frequently-asked-questions#ECCP-reimbursement>

Step 5: Submit your form

Once you have added all your eligible ECCP courses for the year, submit your form. Should you need to make changes you can go back into your form , edit/update, and resubmit it any time during the submission period: May 30-July 15.

What happens next?

**ECCP Reimbursement payments
are typically distributed in early
September through the AIDS
Banking System.**