

# Consortium Agreement for Enrollment at Another Institution

## Deadlines for Consortium Agreement and Documentation Fall - October 1      Spring - March 1      Summer - July 1

This form should only be used by students taking coursework at a host school that is either a Private or non-Florida school. Students taking courses at one of the Florida SUS colleges or universities, state colleges or community colleges should go online to [www.floridashines.org](http://www.floridashines.org) and complete the transient admissions application. Students who wish to receive financial aid at UNF while taking classes at another college or university during a specific semester must complete and submit this Consortium Agreement. However, Consortium Agreements need only be completed if the student enrolls less than full-time at UNF and is receiving Title IV funds. UNF is considered the "Home" institution and the other school is considered the "Host" institution. The courses taken at the Host school must be hours that are applicable toward the student's UNF program of study. The student should make every effort to take the courses at UNF before taking them at another school.

In addition to submitting this completed form to One-Stop Student Services, students seeking financial aid must also submit:

- **Concurrent/Transient Enrollment Form**—Prior to registering for courses at the host institution, this form must be completed by the student and signed by the student's academic advisor listing the approved course(s). The form must also be signed by One-Stop Student Services.
- **Paid Fee Slip from Host institution**—The fee slip must show that the student is enrolled in and has paid in full for the approved courses. The fee slip must list the courses and show a \$0 balance.

### Section I: Student Information

Student Name

Student ID #: N

Email address

Phone (\_\_\_\_\_)

The University of North Florida and (name of host institution)  
are herein entering into a consortium agreement for the student named above.

**Requested Term for Consideration:**    Fall \_\_\_\_\_ (year)    Spring \_                      (year)    Summer                      (year)

### Section II: Important Facts

—Indicate your understanding and agreement by initialing to the left of each statement.

- I understand that to be evaluated for financial aid based on concurrent/transient enrollment I must be degree-seeking at UNF, must not be degree-seeking elsewhere, and that I must meet all of the eligibility requirements for approval for concurrent enrollment as determined by my Academic Advisor.
- I understand that to be eligible for aid, other than the Federal Pell Grant program, I must be enrolled in a minimum of 6 credit hours at either my Home school or my Host institution. I understand that if I enroll in 3 hours at my Host school and 3 hours at my Home school I am not eligible for financial aid, with the potential exception of Federal Pell Grant funds.
- I understand that my eligibility for UNF grants and scholarships is based only on the hours I am taking at UNF.
- I understand that to receive any financial aid for courses I am taking at my Host institution, I must be registered for those courses approved by UNF academic advisor and listed on my Concurrent/Transient Enrollment Form.
- I understand that in addition to this form, I must also submit a Concurrent/Transient Enrollment Form and a Paid Fee Slip as outlined above.
- I understand that UNF will only process financial aid for eligible UNF degree-seeking students participating in concurrent enrollment study and that I cannot be degree-seeking at another institution.
- I understand that I am responsible to pay ALL fees to the Host institution by their posted deadline(s). I further understand that I will not be allowed to defer my tuition at my host school and that I must pay those fees up front.
- I understand that before any financial aid adjustments can be awarded or disbursed, my Host school must send confirmation to the UNF Office of Student Financial Aid that I am registered for and attending the approved classes at the Host institution. I understand that this will not occur until after the add/ drop period has ended for ALL courses I am taking at my Host school.
- I understand that the UNF Office of Student Financial Aid determines what financial aid funding I will receive as a concurrently enrolled student.
- I understand that I may be required to repay certain financial aid funds paid to me if I drop or withdraw from classes at UNF or my Host school.
- I understand that the Florida Bright Futures Scholarship does not pay for remedial courses or application processing fees.
- I understand that I must submit an official transcript to UNF from my Host institution showing my final grades. I will be required to submit a UNF Satisfactory Academic Progress (SAP) Concurrent Enrollment/Study Abroad Form to notify the UNF Office of Student Financial Aid that my transcript has been submitted and to request that my grades and hours at my Host school be included in my SAP review.
- I understand that if I do not successfully complete courses at my host school my Satisfactory Academic Progress can be negatively impacted.

### Section III: Student Statement of Compliance

I have read and clearly understand my rights and responsibilities as stated above. I have completed Section I of this agreement and initialed next to each statement in Section II.

Student Signature

Date Signed

Received by: \_

Processed by:

Date: \_\_\_\_\_

Revised 11/1/16

Date: \_