

CONCURRENT/CONSORTIUM ENROLLMENT FORM INSTRUCTIONS

PURPOSE

The purpose of this agreement is to set forth procedures for administration of Title IV Federal Financial Assistance for students concurrently attending Eastern Kentucky University and another Kentucky College or University.

STUDENT RESPONSIBILITIES

- Degree-seeking students at Eastern Kentucky University who wish to receive Title IV Federal Financial Assistance for classes at an accredited Kentucky College/University shall do the following:
 - Complete the student portion of the Consortium/Concurrent Enrollment Form. (A separate form must be completed for each visiting college/university the student is attending.)
 - Submit Consortium/Concurrent form to your **EKU Advisor** for completion of the advisor portion.
 - Submit the form to the **financial aid office** at the institution you are visiting for completion of the financial aid section.
 - **Must return *completed* form to the Division of Student Financial Assistance at EKU by the last day of EKU's drop/add period for the current term or it will not be processed.**
 - **Inform EKU Division of Student Financial Assistance if you drop or withdraw from a class at the visiting institution.**
- Any student enrolled under this agreement will be responsible for paying appropriate tuition and fees to the institution(s) attended. EKU bears no responsibility regarding the student's payment of tuition and fees at the visiting institution. A refund will be issued to the student once EKU tuition and fees are paid.
- A Consortium/Concurrent agreement will not be processed for students already enrolled full-time at EKU and taking additional hours at a visiting institution.
- **The Division of Student Financial Assistance reserves the right to refuse to process a Consortium/Concurrent agreement if the student did not complete a class for which a previous agreement was processed.**
- A Consortium/Concurrent agreement will not be processed for the following:
 - Independent Study
 - Repeated classes
 - Audited classes
- A hold will be placed on aid for future terms until an official grade transcript is received by EKU for classes taken at the visiting institution. ***It is the student's responsibility to notify EKU's financial aid office once the official transcript is on file at EKU.***
- Students must meet all eligibility requirements of the U.S. Department of Education to receive any Title IV aid.

CONCURRENT/CONSORTIUM ENROLLMENT FORM

Between

Eastern Kentucky University	and	
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(Visiting School)

STUDENT SECTION (please type or print)

**** This COMPLETED form must be submitted to the ECU Financial Aid Office by the last day of ECU's drop/add period for the appropriate term or it will not be processed. ****

Name		SS#	
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Last First MI

Major		Phone #	
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Name(s) of Courses you plan to take at the school you are visiting (visiting school):

Name of Course/Course #	Credit Hours	Name of Course/ Course #	Credit Hours

Term		(fall, spring, summer)	Year	
Student Signature			Date	

EQU ADVISOR SECTION

Upon consulting the student's academic transcript, I find that the courses above are required for the student's degree and will transfer to ECU (list any exceptions below – if none write none).

Printed Name	Advisor Signature	Date

FINANCIAL AID OFFICE AT VISITING SCHOOL

I certify that the student named above has registered for the courses listed in the student portion of this form and agree that if the student's enrollment status changes, I agree to notify Eastern Kentucky University of the change.

Printed Name	Title	
FAA Signature	Date	Phone #
Term/Academic Year	Beginning and ending dates	
Cost per hour credit @ visiting school	Cost of full time tuition	

Return completed form to: **Division of Student Financial Assistance**, CPO 59, SSB 251; 521 Lancaster Ave.; Richmond, KY 40475. You may also fax completed form to: 859-622-2019