



Ad Hoc Consortium Agreement Form
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Processing and Procedures Checklist for Students Visiting Another Institution

- Meet with your Academic Dean's Office to review and complete the **Undergraduate Application for Transient Work at Another College or University.**
- Apply for Transient Admission at the Visited School.
- Complete the FAFSA for the academic year and ensure that all needed documentation has been submitted to Kent State's Student Financial Aid Office (i.e. verification, etc)
- Register and pay for classes at the visited institution, according to their published schedules.
- Complete Section I of Kent State's Student Financial Aid Office Ad Hoc Consortium Agreement Form and submit it to the Visited School.
- Receive the completed Ad Hoc Consortium Agreement Form from the visited school's financial aid office.
- Forward the completed Ad Hoc Consortium Agreement Form, a copy of the Undergraduate Application for Transient Work at Another College or University and a copy of your class schedule at visited school to Kent State's Student Financial Aid Office.**

After all of the above are completed:

- Based on the Title IV disbursement schedule, funds will be transferred onto your student account at the Bursar's office. **The Bursar's Office will deduct any amount owed to Kent State and refund the remaining to you. It is your responsibility to pay the amount you owe at the Visited School.**
- Once the course work is completed, an in-school deferment will be sent to your lenders (if the student is attending at least half time).

Rights and Responsibilities for Students Visiting Another Institution

As a transient student visiting another institution, I have the right to:

- Receive the same Federal financial aid as if I was attending Kent State classes.
 - Certain state financial aid and scholarships may not be available while transient to another school.
- Timely processing of the Ad Hoc Consortium Agreement Form and any funds related to my financial aid at Kent State.
 - To allow the processing to be completed in a timely manner, I should submit the **Ad Hoc Consortium Agreement Form** to the visited school one semester prior to the period in which the transient course work will be completed.

As a transient student visiting another institution, I have the responsibility to:

- Be enrolled in a degree, certificate, or other recognized credential program at Kent State.
- Provide, in a timely manner, the completed Ad Hoc Consortium Agreement Form, a copy of my schedule at the Visited School and a copy of the Undergraduate Application for Transient Work at Another College or University to Kent State's Student Financial Aid Office.**
- Take courses at the Visited School, which are transferable to my degree/certificate/credential program at Kent State as certified by the **Undergraduate Application for Transient Work at Another College or University form.**
- Immediately notify Kent State's Student Financial Aid Office of any change in enrollment status at the Visited School, including withdrawing from all courses or substitution of approved courses or if I do not begin attendance in the courses listed and approved as indicated on the **Undergraduate Application for Transient Work at Another College or University form.**
- Provide Kent State's Student Financial Aid Office with copy of my transcript from the Visited School within 15 days after completion of the term listed in the consortium agreement.**
- Register and pay all tuition, fees and other charges at the Visited School according to their schedule.
- Maintain the United States Department of Education's Satisfactory Academic Progress
 - You may also view the requirements at our website, www.sfa.kent.edu
- Check my Kent State e-mail on a regular basis for information about the status of my financial aid and the Ad Hoc Consortium Agreement.

Section II - To be completed by the Visited School's Financial Aid Office

****Student must be enrolled to complete this section**

Enrollment period: Beginning: _____ Ending: _____

Enrollment Status: Full Time 3/4 Time Half Time Less than Half time

Cost of Attendance: Total \$ _____

Tuition/Fees _____ Room/Board _____ Books/Supplies _____

Transportation _____ Misc expenses _____ Other (specify) _____

Billing/Payment Office contact individual (print/type):

Name: _____

Phone: _____ E-mail address: _____

Mailing Address: _____

Federal School Code: _____

Under this Ad Hoc Consortium Agreement, the Visited School:

1. Will NOT award any financial aid
2. Will notify Kent State's Student Financial Aid Office if the student fails to enroll, in the courses as specified on the enclosed Undergraduate Application for Transient Work at Another College or University form, or withdraws from, the Visited School (to include withdrawal date and other relevant information).
3. Will report enrollment to the National Student Loan Database for the hours attending at visited school.
4. Certifies the student has been accepted for enrollment in an academic program that meets Title IV student financial aid eligibility requirements.

Financial Aid Representative's Signature:

Printed Name: _____ Title: _____ Date: _____

Phone: _____ E-mail Address: _____

Section III - To be completed by Kent State's Student Financial Aid Office

Under this Ad Hoc Consortium Agreement, the Student Financial Aid Office at Kent State:

1. Agrees to process the student's financial aid application and provide payment for financial aid funds, as appropriate, for the consortium period based on the Cost of Attendance provided by the Visited School.
2. Certifies that the student is making satisfactory academic progress towards the completion of their degree/certificate/recognized credential program at Kent State.
3. Will notify the Bursar's office on enrollment changes to allow for returns of financial aid funds, when appropriate.
4. Will maintain Title IV record keeping and reporting requirements.
5. Will ensure aid is disbursed according to Kent State's disbursement schedule.
6. Will report enrollment to the National Student Loan Database for the hours attending at Kent State.

Kent State Financial Aid Officer's Signature:

Printed Name: _____

Telephone: _____ Fax: _____ Date: _____

E-mail Address: _____