



## Ad Hoc Consortium Agreement Form ~ Retain this page for your records ~

*This form is to be completed only if you are a KSU student taking courses at a Visited Institution and you want to use your financial aid to pay for the tuition at the Visited Institution.*

### **NEW FEDERAL REGULATION** **FINANCIAL AID FOR REPEAT COURSEWORK**

Effective July 1, 2011, the federal government instituted new regulations regarding repeated coursework and federal financial aid eligibility (Federal Register 668.2). These regulations stipulate that if a student repeats a class, for which they have already earned a passing grade, the student can only receive financial aid for that class one more time. Kent State University defines a passing grade as a grade of D or higher.

Financial aid recipients must be aware that repeating a course, dropping a course, or withdrawing from a course can adversely affect their financial aid eligibility in a given term or their eligibility to receive aid in the future. Federal aid recipients who adjust their course load will have their aid adjusted based on the timing of the registration activity and the amount of time they participate in the course. A student may have limited eligibility when adding classes and may be required to repay all or a portion of aid received depending on the point of dropping or withdrawing from a course. ***This Regulation includes the courses that will be approved through the Ad Hoc Consortium Agreement.*** For more information, please visit [www.kent.edu/financialaid/enrollment](http://www.kent.edu/financialaid/enrollment).

### **Processing Checklist for Students Visiting Another Institution**

- Complete the 2011-2012 FAFSA and ensure that all needed documentation has been submitted to Kent State's Student Financial Aid Office (i.e. verification, etc).
- Apply for Transient Admission at the Visited Institution and register and pay for classes according to their published schedules.
- Meet with your Academic Dean's Office to review and complete the *Undergraduate Application for Transient Work at Another College or University* form. Submit the completed form to Kent State's Financial Aid Office.
- Verify with your Academic Advisor if your transient courses are considered repeat courses due to the new federal regulation on financial aid for repeat coursework.
- Complete Section I of the Kent State's Financial Aid Office Ad Hoc Consortium Agreement Form and submit it to the Visited Institution to complete section II. Submit the completed form to Kent State's Financial Aid Office.
- Submit a copy of schedule at the Visited Institution for selected term to Kent State's Financial Aid Office.
- 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 Institution.**
- Provide Kent State's Financial Aid Office with a copy of my transcript/grades from the Visited Institution within **15** days after completion of the term listed in the consortium agreement.

## **STOP!!!**

### **HAVE YOU SUBMITTED THE FOLLOWING DOCUMENTS?**

#### **YOUR CONSORTIUM AGREEMENT WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:**

1. The **Ad Hoc Consortium Agreement** with Section 1 and 2 completed.
2. A copy of your **Schedule** at the Visited Institution for the term selected.
3. A copy of the **Undergraduate Application for Transient Work at Another College or University** form.  
**Note:** *This form is completed with your KSU Academic Advisor. The submitted copy must have all sections completed and signed. Your Academic Advisor does not automatically send the completed copy to the Financial Aid Office. Please inform them that you want to use your financial aid for the courses listed and ask them to submit the copy. You may also submit the copy that they give to you.*

**2011-2012 Award Year  
Ad Hoc Consortium Agreement Form  
Between Kent State University and**

**Print Full Name of Visited Institution**

<b>Section I - To be completed by the Student (Print or Type)</b>	
Name:	Last four digits of SSN: <b>xxx-xx-</b>
Banner ID:	E-mail address:
Current Permanent Address:  _____ <div style="text-align: center;">(Street)</div> _____ <div style="text-align: center;">(City, State, Zip Code)</div>	Phone:  Consortium Period: (select one)  <input type="checkbox"/> Summer 2011 <input type="checkbox"/> Fall 2011 <input type="checkbox"/> Spring 2012  <i>*This consortium agreement is valid for only one semester*</i>
<p><b>Under this consortium agreement, I understand I must:</b></p> <ol style="list-style-type: none"> <li>1. Provide this form to the Visited Institution for completion of Section II then submit the form to Kent State's Financial Aid Office.</li> <li>2. Submit a copy of my schedule at the Visited Institution for the term selected to Kent State's Financial Aid Office.</li> <li>3. Verify with your KSU Academic Advisor if your transient courses are considered repeat courses due to the new federal regulation on financial aid for repeat coursework.</li> <li>4. Submit a copy of the completed <u>Undergraduate Application for Transient Work at Another College or University</u> form to the Kent State's Financial Aid Office.</li> <li>5. Take courses at the Visited Institution which are transferable to my degree/certificate/credential program at Kent State as certified by the <u>Undergraduate Application for Transient Work at Another College or University</u> form.</li> <li>6. Pay all tuition, fees and other charges at the Visited Institution according to their payment schedule.</li> <li>7. Provide Kent State's Financial Aid Office with copy of my transcript/grades from the Visited Institution within 15 days after completion of the term listed in the consortium agreement.</li> <li>8. Immediately notify Kent State's Financial Aid Office of any change in enrollment status at the Visited Institution, including withdrawing from all courses or substitution of approved courses.</li> <li>9. Maintain compliance with the U.S. Department of Education's Satisfactory Academic Progress policy.  <div style="text-align: center;"><i>* You may view the requirements at our website, <a href="http://www.kent.edu/financialaid">www.kent.edu/financialaid</a> *</i></div> </li> </ol> <p>By my signature below, I understand that if I do not comply with the above requirements, I will not be in compliance with federal regulations as set forth by the U.S Department of Education. Non-compliance is considered fraud and is a federal offense.</p>	
_____ Student's Signature	_____ Date

**Section II - To be completed by the Visited Institution's Financial Aid Office***\*Student must be enrolled to complete this section\**Student Name: \_\_\_\_\_ Last four digits of SSN: **xxx-xx-**

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) \_\_\_\_\_

*The Kent State University Bursar's Office will verify the number of hours enrolled at the Visited Institution prior to releasing any funds to the students. Please provide the name, email address, title, office and telephone number of the individual who will verify this information. PLEASE PRINT ALL INFORMATION*

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Title: \_\_\_\_\_ Office: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Under this Ad Hoc Consortium Agreement, the Visited Institution:**

1. Will NOT award any financial aid for the selected term.
2. Will notify Kent State's 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 Institution (to include withdrawal date and other relevant information).
3. Will report enrollment to the National Student Loan Database for the hours attending at Visited Institution.
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 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 Institution.
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.

Printed Name: \_\_\_\_\_ KSU Financial Aid Officer's Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rights and Responsibilities for Students Visiting Another Institution**

~ RETAIN THIS PAGE FOR YOUR RECORDS ~

### **After consortium agreement has been 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 Institution.**
- 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).

### **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 institution.
- 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 Institution 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.
- Register and pay all tuition, fees and other charges at the Visited Institution 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.kent.edu/financialaid](http://www.kent.edu/financialaid).
- **Provide, in a timely manner, the completed Ad Hoc Consortium Agreement Form, a copy of my schedule at the Visited Institution and a copy of the *Undergraduate Application for Transient Work at Another College or University* to Kent State's Financial Aid Office.**
- Take courses at the Visited Institution, 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 Financial Aid Office of any change in enrollment status at the Visited Institution, including withdrawing from all courses, 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*. As this may result in my financial aid being adjusted based on the new federal regulations.
- **Provide Kent State's Financial Aid Office with copy of my transcript from the Visited Institution within 15 days after completion of the term listed in the consortium agreement.**
- Check my Kent State **flashline messages** on a regular basis for information about the status of my financial aid and the Ad Hoc Consortium Agreement. Instructions can be found at [www.kent.edu/financialaid](http://www.kent.edu/financialaid).

### **Ad Hoc Consortium Agreement will be denied due to the following reasons:**

- You are currently enrolled full-time at KSU.
- You are loan-only eligible and enrolled half-time at KSU (6 hours for undergraduate and 4 hours for graduate).