Study Abroad Concurrent Enrollment Agreement

Dear Student:

Below we have outlined the steps you need to follow in order to receive consideration for financial assistance for the Study Abroad Concurrent Enrollment Program. In addition to the steps indicated, you will need to apply for financial aid.

Instructions for completing the Concurrent Enrollment Agreement are as follows:

Step 1: In Section I, your Academic Dean must approve course work taken at the Host Institution.
Step 2: Section II is to be completed by the SFA Admissions office for transfer credit approval.
Step 3: Student takes or sends this section to the Host Financial Aid office for completion of Sections III, IV, and V. Have the Host institution return the forms to you.
Step 4: When all of the above sections are complete, return this Agreement form to the SFA Financial Aid office for approval.

Terms and Conditions

- During the period of this Agreement, for U.S. financial aid purposes Student will be considered enrolled at Stephen F. Austin State University, which will process Federal and State financial aid, and will be considered a visiting student at Host Institution. The Host Institution will award no financial aid. If host awards any scholarships of its own to the Student, it will inform Stephen F. Austin State University.
- Stephen F. Austin State University agrees that credit hours earned by Student while attending Host will be accepted toward Student’s Stephen F. Austin State University degree, within the general guidelines for such credit as outlined in the Stephen F. Austin State University General Bulletin.
- Stephen F. Austin State University students are expected to notify the SFA Financial Aid office prior to dropping any classes or withdrawing from the semester. Either of these situations may result in a proportional reduction in the amount of financial aid offered.
- The Host institution agrees to notify Stephen F. Austin State University in writing if the student withdraws from the program prior to the completion of coursework.
- Host agrees that refund/repayments resulting from withdrawal by the Student will be determined according to the Host’s refund and repayment policy and that Host agrees to refund any aid payment made by Stephen F. Austin State University on behalf of the Student directly to Stephen F. Austin State University. Stephen F. Austin State University may be required to perform Federal, State, and University Refund calculations.
- Host will provide Stephen F. Austin State University with a transcript or grade report upon Student’s completion of study. Transcripts should be sent to: Registrar, Stephen F. Austin State University, PO Box 13050, Nacogdoches, Texas 75962-3050.
Study Abroad Concurrent Enrollment Agreement

As allowed in Part 600.9, Student Assistance General Provisions, and Part 690.9 Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the HOME institution, STEPHEN F. AUSTIN STATE UNIVERSITY in Nacogdoches, TX and the HOST institution,

HOST SCHOOL

LOCATION

for the purpose of providing federal assistance to the student named below:

Student Name: ____________________________ SSN/SID: ____________________________

Home Address: ____________________________ Phone: ____________________________

Email Address: ____________________________

Academic Year: ____________________________ Expected Dates of Enrollment: ____________ beginning ____________ ending

CERTIFICATION: HOME INSTITUTION

SECTION I: To be completed by your SFA Academic Dean

Degree Program: ____________________________

Approved Course Name(s) and Numbers at Host Institution (indicate if Study Abroad Program) □

Course applies to Degree Program?

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

The above named student has permission to study at the Host University for the stated enrollment period.

SFA Academic Dean Signature ____________________________ Date ____________

SECTION II: To be completed by SFA Admissions Office

Stephen F. Austin State University agrees to accept as transfer credit satisfactorily completed course(s) earned at the Host institution and approved by the SFA Academic Dean.

Signature/Title ____________________________ Date ____________
CERTIFICATION: HOST INSTITUTION.

SECTION III: To be completed by Host Registrar

Number of Enrolled Credits: ____________
This Constitutes: □ Full-time  □ ¼ Time  □ Half-time

Length of Period of Enrollment: ____________ weeks
Dates of Enrollment: ____________ to ____________

The Host Institution certifies that the student is enrolled for the “Dates of Enrollment”:

Enrollment Certification:

__________________________
Signature/Title

__________________________
Date

__________________________
Phone

__________________________
Fax

SECTION IV: To be completed by Host Financial Aid Office

Costs for your Study Abroad/Special Studies Program:

Tuition  $________
Room  $________
Board  $________
Program Fees  $________
Books and Supplies  $________
Living Expenses  $________
Transportation  $________ (Do not include cost for optional travel such as rail passes, tours, etc. Do include cost for necessary local transportation)

TOTAL  $________

The Host Institution agrees that it will not pay the student financial aid and not certify a Guaranteed Student Loan during the “Dates of Enrollment.” Further, the Host Institution agrees that, if aware, it will inform Stephen F. Austin State University if the student withdraws before the end of the “Dates of Enrollment.”

__________________________
Host Financial Aid Officer Signature

Title ________________________

__________________________
Date

__________________________
Phone

__________________________
Email Address

SECTION V: To be completed by SFA Financial Aid Office

Stephen F. Austin State University agrees to provide payment to the student, if eligible, for the “Dates of Enrollment”.

Stephen F. Austin State University agrees to monitor the student’s program pursuit and reasonable academic progress and to be responsible for disbursing funds to the student, and for administering the appropriate Return of Title IV Funds policy.

__________________________
SFA Financial Aid

Title ________________________

__________________________
Date
CERTIFICATION: STUDENT

- I certify I have requested/filed a degree plan at Stephen F. Austin State University (SFA).
- I certify I will not be receiving financial aid at the Host Institution.
- I will notify SFA if I drop or withdraw from the hours enrolled at the Host Institution.
- I understand if I withdraw, the withdrawal will fall under the SFA policies and procedures.
- I understand I need to be enrolled in at least 6 hours undergraduate credit or graduate credit at SFA to be considered for concurrent financial aid eligibility.
- I understand I will not receive financial aid in a future semester until an official academic transcript is submitted to the SFA Office of Admissions.
- I understand I will need to complete a Study Abroad Concurrent Enrollment form each semester.
- I authorize Stephen F. Austin State University to transfer funds from my student account to a savings or checking account of my choice.

______________________________________________  ______________________
Student Signature                                Date