

THE UNIVERSITY OF NORTH ALABAMA

STUDENT FINANCIAL AID CONSORTIUM AGREEMENT:

- Consortium agreements are a binding agreement between schools which enables a student to receive federal aid from The University of North Alabama while being enrolled as a visiting student at another school. The university from which a student intends to earn a degree is called the 'home institution', while the other school is considered to be the 'host institution'.
- **Students must be enrolled in a minimum of 3 credit hours required for their degree program at UNA if they are requesting UNA to process federal aid awards based on the consortium agreement.**
- Students should complete a consortium agreement even if they have at least six enrollment hours at UNA during the term of the agreement, because they may be entitled to receive additional financial aid based on the combined credits at both schools. **If the student withdraws or drops below half-time, they may lose eligibility for some or all of the awarded financial aid. Students are advised to contact the Student Financial Aid office to determine any effects on their financial aid prior to withdrawing from any courses.**

There are four sections to the agreement, all of which must be completed in full before the agreement can be processed. Students and advisors please review the information and instructions below for assistance in completing this form.

Student Checklist:

- ☐ Complete Section I of the agreement.
 - ☐ Meet with your academic advisor or department representative to have Section II completed.
 - ☐ Make sure you are meeting Satisfactory Academic Progress requirements and you are enrolled in a degree seeking program and meet all other financial aid eligibility requirements according to UNA policy.
 - ☐ Contact your host school's Financial Aid Office to have Section III completed and follow up later to make sure the completed form has been forwarded to UNA's Financial Aid Office.
 - ☐ It is recommended that you coordinate the completion of the agreement between all parties. The completed agreement must be submitted to UNA's Financial Aid Office for your award to be reviewed.
- Partial or incomplete agreements are not accepted and will not be processed.**
- ☐ Check with your host school to determine that they accept consortium agreements. If a school refuses, that decision is respected and cannot be overruled.
 - ☐ Check with your host school to determine when its enrollment fees must be paid. Even if payment is due prior to financial aid being disbursed at UNA, you may be obligated to pay your host school in a timely manner.

UNA Academic Advisors:

- The purpose of a consortium agreement is to allow The University of North Alabama to consider the enrollment hours and costs to attend another school for the purposes of receiving federal aid while making progress towards completing an academic degree.
- Academic advisors or departmental representatives must certify that the courses listed in the agreement are transferable and applicable toward the student's degree requirements.

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Section I. To be completed by the student.

By submitting this form you confirm that you are a degree seeking student who intends to receive federal aid at The University of North Alabama while enrolled in transferable courses at a host institution.

Last Name

First Name

M.I

Telephone Number

ID#

Section II. To be completed by the student's UNA academic advisor.

The student listed above intends to enroll in the following courses at _____ (host school). These courses are the academic equivalent to The University of North Alabama courses listed. (Please attach additional courses on a separate sheet, if necessary.)

Course:_____

UNA Equivalent:_____

Course:_____

UNA Equivalent:_____

Course:_____

UNA Equivalent:_____

Course:_____

UNA Equivalent:_____

My signature below confirms that the courses to be taken at _____ (host school) will be accepted as partial fulfillment of the requirements for the above named student's degree at The University of North Alabama.

Academic Advisor

Date

Academic Advisor Printed Name

Phone Number

Email Address

Name

L#

Section III. To be completed by the host (visiting) institution.

Name of Host Institution: _____ Semester: Fall____Spring____Summer____

Dates of Enrollment: from_____to_____ Total Enrolled Credit Hours:_____

Educational Costs for Dates of Enrollment: _____ Office Name: _____

Tuition and Fees: \$_____

Food and Housing: \$_____ Address: _____

Books and Supplies: \$_____

Personal: \$_____

Travel: \$_____

Total: \$_____ Comments: _____

Amount Due: \$_____

Under this agreement the host institution agrees to notify The University of North Alabama if the student withdraws or drops below the required enrollment and will not process any federal or state aid during the period of enrollment noted above.

Signature

Name(printed)

Title

Date

Telephone Number

Fax Number

Email Address

Section IV. To be completed by The University of North Alabama Student Financial Aid office.

The University of North Alabama will process all financial aid for the student in accordance with its policies and procedures to be disbursed to the student as a refund.

COA Adjustment:_____ Estimated Award Amount:_____

Signature and Title

Date

PLEASE MAIL OR FAX THIS FORM TO:
The University of North Alabama's Student Financial Aid Office
UNA Box 5014
Florence, AL 35632-0001
Telephone: (256) 765-5200 • Fax: (256) 765-4920