

UDC Law Financial Aid Consortium Agreement Procedures

In order to receive financial aid while taking classes at another school, students must complete the Consortium Agreement process. Students may not receive financial aid at two schools during the same academic period. Therefore, UDC David A. Clarke School of Law (UDC Law) students will have their financial aid processed through the UDC Law Financial Aid Office.

UDC Law, your home school, will process your financial aid based on the coursework you are taking as a visiting student at another university. It is your responsibility to submit all the required information in order to have your financial aid request processed. The following procedures will help you in completing your Consortium Agreement paperwork.

Please note: UDC Law institutional scholarships are not transferrable and may only be applied to courses taken at UDC Law.

- 1) Take your completed **Permission to Take Course for Transfer Credit Form** to the Associate Dean of Academic Affairs for review and approval. This is a written approval to take the coursework at another college indicating it will be accepted back at UDC Law for transfer credit toward your degree requirements. Coursework that is not part of your current degree requirements may not be included.
- 2) Provide a copy of your approved **Permission to Take Course for Transfer for Credit Form** to the Office of Financial Aid and deliver the original form to the Registrar's Office.
- 3) Submit a **Financial Aid Consortium Agreement Form** to the financial aid office at the host school you are visiting. The host school financial aid office must complete the form and return it to UDC Law. This form lets us know the associated expenses involved with attending the host school and allows us to determine your aid eligibility.
- 4) A Consortium Agreement may only be processed for one semester at a time; therefore, students who need an additional agreement processed will be responsible for completing a new **Permission to Take Course for Transfer Credit Form** and agreement each semester.
- 5) UDC Law will remit all financial aid proceeds to the student in the form of a refund check. The student is responsible for making payment directly to the host school. If the host school's payment procedure requires that UDC Law remit payment directly to them, please notify us immediately so that we can work on getting the necessary paperwork processed.

FINANCIAL AID CONSORTIUM AGREEMENT

The Financial Aid Office of _____ (Host School) and UDC David A. Clarke School of Law (Home School) will enter into a consortium agreement for:

Student: _____ Student ID: _____ Semester: _____

Host School Certification:

- The host school certifies that the student has been accepted for enrollment and that the program meets federal financial aid requirements.
- The host school agrees to notify UDC Law if the student fails to enroll or withdraws from the program.
- The host school agrees not to provide payment to the student under the federal financial aid programs.

The Cost of Attendance Budget at the Host Institution for the student's period of enrollment is as follows:

COST OF ATTENDANCE FOR ACADEMIC PERIOD	
Dates of Enrollment Period: _____	
Tuition/Fees	\$
Room & Board	
Books/Supplies	
Transportation	
Miscellaneous	
Other: (specify)	
TOTAL COST OF ATTENDANCE:	\$

(cont. on next page)

Enrollment Status:

Full-time _____ Part-time _____

from _____ to _____

Number of credits _____

Host School:

Authorized Signature of Financial Aid Officer

Print Name and Title

Date

Telephone