

Section 1: Student Information

 Student First & Last Name

 10 digit University ID

Home School (degree - granting school) _____ **Ivy Tech C#** _____

Specify the semester you are applying for:

(Check only one box)

 Fall 20__ (Aug-Dec)

 Spring 20__ (Jan-May)

 Summer 20__ (May-Aug)

As a Passport Agreement student, I authorize the appropriate staff members of the financial aid, business/Bursar, and registrar offices at IUE and Ivy Tech Community College to exchange information on my application, to discuss my financial situation and to provide each other with necessary academic information such as hours attempted, hours completed and course grades each semester so that satisfactory progress can be determined. I understand that it is my sole responsibility to pay all charges at the HOST school (Ivy Tech). I understand that I must attend and maintain enrollment to remain eligible for financial assistance. I understand that I must notify the HOME school (IUE) Financial Aid Office if I stop attending, drop or withdraw from a course at either institution. I understand that all transfer of credit is determined by the school receiving the credits and I must make the transfer credit request.

 Student Signature

 Date

Section 2: Enrollment Information/ Advisor Verification

Host (Ivy Tech) school coursework:

Course Number	Course Description	# of Credits

A student can only receive Title IV assistance for courses that are applicable to the student's certificate or degree program. I certify that the above courses count towards this student's degree program AND are transferrable to the HOME institution (IUE).

 HOME school (IUE) Academic Advisor Signature

 Date

 PRINTED name of Academic Advisor

 Contact Phone #

Student's Last Name _____ 10 digit University ID _____

Section 3: Host School Financial Aid Verification

Cost of attendance: (Per Term/ Semester)

Item	Cost
Tuition and Fees	
Books and Supplies (est)	

Host School Enrollment Verification _____ **Credit Hours**

The HOST INSTITUTION (Ivy Tech) will not distribute any financial assistance for this student based on a financial aid application received at their institution. The student must apply for financial assistance through the HOME institution (IUE). Even if the student does not receive financial aid in time to meet HOST INSTITUTION (Ivy Tech) deadlines, the student will be responsible for all payments due.

The HOST INSTITUTION (Ivy Tech) further agrees to notify the HOME INSTITUTION (IUE) if the student withdraws from classes at the HOST INSTITUTION (Ivy Tech) before the scheduled conclusion of the term.

 HOST school Financial Aid Signature

 Date

 PRINTED name of Financial Aid Representative

 Contact Phone #

Section 4: Home School Financial Aid Processing

After confirming the student's enrollment with the HOST INSTITUTION (Ivy Tech), the HOME INSTITUTION (IUE) will process and disburse all Title IV monies and/or other financial aid to the above-named student for the time period specified. The HOST INSTITUTION (Ivy Tech) shall make all decisions regarding the student's eligibility for financial aid and the amount of aid awarded. The HOME INSTITUTION (IUE) is responsible for all financial aid requirements, including satisfactory academic progress, refunds, repayments, disbursements and enrollment verification.

 HOME school (IUE) Financial Aid Signature

 Date

 PRINTED name of Financial Aid Representative

 Contact Phone #

Consortium Agreement Eligibility

Students can enroll simultaneously at IUE and an Ivy Tech campus and want to combine the hours at both institutions for financial aid purposes. It is possible to receive financial aid under these circumstances as long as the following requirements are met.

- 1) Students must have a completed and **valid FAFSA on file** with the HOME (IUE) institution.
- 2) This process must be completed **EACH semester** for which the student wishes to receive aid. INCOMPLETE forms will not be accepted.
- 3) Your financial aid will be **awarded by the institution from which you will receive your degree**. If you plan to enroll simultaneously at IUE and an Ivy Tech campus, you should apply for financial aid at the school from which you expect to graduate. The school from which you will graduate is the “home” institution; the cooperating or visiting school is the “host” institution.
- 4) You must take enough hours (minimum 6 credits) to qualify for financial aid. If you enroll simultaneously at IUE and an Ivy Tech campus, the total registration hours between the two schools will be used to determine your financial aid eligibility.
- 5) **You may receive financial aid only for courses that transfer to the HOME INSTITUTION (IUE) and count as hours toward your degree**. The transfer of credits earned at either IUE or Ivy Tech is NOT automatic. The student MUST supply an official copy of grades to the Admissions Office for review. Classes taken at the HOST INSTITUTION (Ivy Tech) that do not transfer to the HOME INSTITUTION (IUE) or do not count as hours towards your degree will be at your expense.

Steps to Complete Consortium Agreement

Section 1

- Student obtains form from HOME school (IUE); reviews Consortium Agreement instructions. Completes SECTION 1 as directed.

Section 2

- Student meets with HOME school (IUE) Academic Advisor to review enrollment verification. Courses must count toward degree AND be transferrable to HOME school. Complete SECTION 2 with Advisors signature.

Section 3

- Student submits form to HOST institution (Ivy Tech) financial aid office for review & signature in SECTION 3.

Section 4

- Student must submit completed form to Home School (IUE) financial aid office for final processing.

Office of Financial Aid and Scholarships

Indiana University East

Whitewater Hall , 2325 Chester Boulevard, Richmond, IN 47374-1289

Phone: 765-973-8206 or toll free 800-959-EAST

Fax: 765-973-8288