

2018-2019 Concurrent Enrollment Agreement Instructions

COMPLETING THE FORM

- Section A:** Complete the requested student information.
- Section B:** Provide the name and location of the **HOST school** and the dates you will be enrolled.
- Section C:** Submit form to your **UNT academic advisor** to complete the requested information.
- Section D:** Submit form to the 2nd floor of the **UNT Registrar's Office** to obtain signature.
- Section E:** Submit form to the **Registrar's Office at your HOST school** complete the requested information.
- Section F:** Submit form to the **Financial Aid Office at your HOST school** complete the requested information.
- Section G:** Attach proof that balance is paid in full or that payment arrangements have been made for classes listed in Section C that are being taken at the **Host Institution**.
- Section H:** Read, sign and date the certification.

SUBMITTING THE FORM

- Ensure the form is complete and the required documentation is attached.
- Return the form **and** required documentation to our office.

PLEASE NOTE:

- You must be awarded a Federal Pell Grant to complete a Concurrent Enrollment Agreement.
- You must be enrolled in a minimum of 6 undergraduate hours at UNT.
- CEA forms will be processed after the census date for each term.
- Allow up to 4 weeks for form to be processed.
- The deadline to turn in a completed form for Fall 2018 is **October 12th**.
- The deadline to turn in a completed form for Spring 2019 is **March 15th**.
- Contractual hours will be placed on your class schedule as a placeholder for the hours being taken at your HOST school.
- You must submit your transcripts from your HOST school to the UNT Registrar's Office at the completion of the term.

Return this completed form with any required documentation to:

*Student Financial Aid & Scholarships, University of North Texas - 1155 Union Circle #311370, Denton, TX 76203-5017
or fax to (940) 565-2738 or save and attach as PDF and email to financialaid@unt.edu*

2018 – 2019 Concurrent Enrollment Agreement



SECTION A: STUDENT INFORMATION

Name:	UNT Assigned ID:	SSN (last 4 digits only):
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SECTION B: HOST SCHOOL INFORMATION

As allowed in Part 600.9, Student Assistance General Provisions, and Parts 590.1-590.83, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the **HOME** institution, **THE UNIVERSITY OF NORTH TEXAS** in Denton, TX and the **HOST** Institution, for the purpose of providing federal assistance to the student named above.

Host School:
Location:
Expected Dates of Enrollment:

SECTION C: UNT ACADEMIC ADVISOR – CERTIFICATION HOME INSTITUTION

Degree Program: _____	
Approved Course Name(s) and Number(s) at Host Institute:	
Course Name: _____	Course Number: _____
Is there a copy of a degree plan on file? Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, has the student requested one to be filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The above name student has permission to study at the above campus for the period stated.	
UNT Academic Department Advisor's Signature: _____	Date: _____
UNT Academic Department Advisor's Name Printed: _____	

SECTION D: UNT REGISTRAR'S OFFICE – CERTIFICATION HOME INSTITUTION

The University of North Texas agrees to accept as transfer credit satisfactory completed course(s) earned at the Host institution and approved by the UNT academic advisor

University of North Texas Registrar Signature: _____
Title: _____ Date: _____

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SECTION E: HOST INSTITUTION - REGISTRAR'S OFFICE CERTIFICATION

Number of Enrolled Credits:				
This Constitutes	FT <input type="checkbox"/>	¾ <input type="checkbox"/>	½ <input type="checkbox"/>	¼ <input type="checkbox"/>
Length of Period of Enrollment:		Weeks		
Dates of Enrollment:	From:			To:
Enrollment Certification (May be completed by FA Officer) The Host Institution certifies that the student is enrolled for the "Dates of Enrollment" and the Host Institution certifies that it is eligible to participate in all the Federal Student Aid programs.				
HOST Registrar or (FAO) Signature: _____				
Title:			Date:	
Phone:		Email Address:		

SECTION F: HOST INSTITUTION - FINANCIAL AID OFFICE

Average Estimated Tuition only per Credit Hour: \$ _____	
FA Non-Payment Agreement The HOST Institution agrees that it will not pay the student a Pell Grant and/or any Campus-Based Funds and that it will not certify a Guaranteed Student Loan during the "Dates of Enrollment." Further, the HOST Institution agrees that, if aware, it will inform the University of North Texas if the student withdraws before the end of the "Dates of Enrollment."	
Host Financial Aid Officer Signature: _____	
Title:	Date:
Phone:	Email Address:

SECTION G: PROOF OF PAYMENT

<input type="checkbox"/> Attach proof of payment for classes listed in Section C that are being taken at the Host Institution.
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SECTION H: STUDENT CERTIFICATION

Please read each item before signing the form.	
<ul style="list-style-type: none">▪ I understand I need to be enrolled in at least 6 hours undergraduate credit at UNT to be considered for concurrent financial aid eligibility.▪ I certify I have requested/filed a degree plan at University of North Texas (UNT).▪ I certify I will not be receiving financial aid at the Host Institution.▪ I will provide proof of payment made at the Host Institution.▪ I will notify UNT if I drop or withdraw from the hours enrolled at the Host Institution.▪ I understand if I withdraw, the withdrawal will fall under the UNT policies and procedures.▪ I understand I will not receive financial aid in a future semester until an official academic transcript is submitted to the UNT Registrar's Office.	
Student Signature: _____	Date: _____

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