

Student Name: \_\_\_\_\_

Banner ID#: 800 \_\_\_\_\_

M13g



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK  
**FINANCIAL AID OFFICE**

## Visiting Graduate Student Consortium Agreement Information Sheet

The Consortium Agreement allows graduate students to receive financial aid from The College at Brockport for graduate courses taken at another school (host institution). The credits you take at the host institution are added to the credit hours you are registered for at The College at Brockport. For example, in fall 2017, if you take 6 credits at The College at Brockport and 6 credits at a host institution, we will consider you to be enrolled in 12 credit hours for financial aid. Any such courses taken during a winter or intersession term will be added to the spring semester.

### Please read prior to completing this form:

- You are allowed to transfer in a maximum of up to 12 graduate course credits with department approval from other accredited schools. If you've already transferred in the maximum number of credit hours, your Consortium Agreement will not be processed.
- You'll need to get part II of this form completed by your academic department and The Graduate School at The College at Brockport. The courses listed on the form must match the courses you are registered for at the host institution.
- If attending SummerSession, a separate Brockport financial aid application is required and can be found in the Forms Center at: <http://www.brockport.edu/finaid>.
- If studying abroad, we will need an official letter stating that you are accepted into the study abroad program and an itemized budget sheet showing the cost of the program.
- If you'd like to receive federal student aid, please make sure your Free Application for Federal Student Aid (FAFSA) is completed and all financial aid requirements are satisfied.

**The Consortium Agreement deadline for each semester is immediately after the end of the late drop period. For summer, it is July 15.**

Late and/or incomplete Consortium Agreements will not be processed. It is the student's responsibility to ensure timely completion of this form. Please contact The College at Brockport Financial Aid Office if you have any questions.

M13g (4/14/16) 1718

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Student Name: \_\_\_\_\_

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Academic Year \_\_\_\_\_



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**BROCKPORT**  
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## VISITING GRADUATE STUDENT CONSORTIUM AGREEMENT

This Consortium Agreement is entered into between the State University of New York College at Brockport (the home institution) and the indicated host institution for the purpose of providing federal financial assistance to the degree seeking, matriculated, graduate student named below. **This is only possible if the student has not already transferred the maximum of up to 12 credits allowed at The College at Brockport and is making satisfactory academic progress.** This completed document must be on file with all concerned parties before The College at Brockport will disburse any financial aid funds for the period of study in question. The completed Consortium Agreement and all required documentation must be submitted to The College at Brockport's Financial Aid Office by our Federal Credit Census Date.

### Part I: To Be Completed By Student

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Date of Visiting Enrollment:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Academic Year: \_\_\_\_\_

This Consortium Agreement is an agreement between The College at Brockport and the host institution for the enrollment period verified (Part III) by the host institution. The Office of Student Accounts and Accounting at The College at Brockport **will disburse all aid funds first to the Brockport student account and then to the student for that particular enrollment period. It is the student's responsibility to pay the host institution any monies due.** It is the responsibility of the host institution to inform The College at Brockport's Financial Aid Office of any change of enrollment or withdrawal from the course(s) as this would require the student's aid eligibility to be recalculated. A hold will be placed on the student's financial aid for future semester aid disbursements until transcripts of the courses completed are received by The College at Brockport.

I certify that I am a matriculated graduate student at The College at Brockport and in good academic standing. I am requesting to receive financial aid from The College at Brockport while taking graduate courses at another school. These courses will be applied to my transcript at The College at Brockport and used toward the completion of my degree program. I have reviewed and understand the College policy regarding the transferability of graduate credits.

**Note:** A copy of this form will be returned to the student after completion by all parties. A one-time entrance counseling tutorial must be done before any educational loans may be disbursed. If awarded Federal Perkins Loan, the student will be contacted by The College at Brockport Financial Aid Office to sign the loan documents.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Part II: To be completed by The College at Brockport Academic Department and The Graduate School.**

Please have these offices complete this form indicating the number of credit hours that you have transferred in to your graduate program.

Number of graduate credits previously transferred \_\_\_\_\_ (May not exceed 12 credits) \*

**I certify that the courses indicated below are transferrable back to The College at Brockport and applicable to the program requirements based upon the information on file as of the date the form is signed.**

Courses approved for transfer: a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_

Satisfies degree requirement: a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_ d) \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ The Graduate School Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Department: \_\_\_\_\_

**If the student has already transferred in the maximum number of credits, a consortium agreement may not be processed.**

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**Part III: To Be Completed By Host Institution**

Detailed Institutional Budget for  
Financial Aid for Period of Enrollment

**The student is currently registered for the following graduate level courses:**

Tuition	\$ _____	Course# _____	Course Title: _____
Fees	\$ _____	Course# _____	Course Title: _____
Room and Board*	\$ _____	Course# _____	Course Title: _____
Books and Supplies*\$	\$ _____	Course# _____	Course Title: _____
Transportation*	\$ _____		
Other (Specify)*	\$ _____		

Number of Graduate Credits Enrolled in at Host Institution: \_\_\_\_\_ Length of Period of Enrollment: \_\_\_\_\_ weeks

Actual Dates of Enrollment for these credits: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Terms of Enrollment: \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Other

\*The Host Institution expenses will be used in calculating awards if a change of residence is required. Otherwise, The College at Brockport expenses will be used.

**Certification**

- A. The Host Institution certifies the above-referenced student is enrolled for the stated period of attendance. **The Host Institution certifies it will inform The College at Brockport if the student withdraws before the end of the stated period of attendance as well as provide amended cost of attendance figures within 15 days of the change in the enrollment status**, in order for The College at Brockport to perform any necessary recalculation of the student's financial aid (i.e. return of TITLE IV funding).
- B. The Host Institution agrees it will **not** pay the student any campus-based funds and it will not certify a Federal Direct Stafford Loan for the stated period of attendance.
- C. The College at Brockport agrees to accept the credits earned at the Host Institution toward completion of a College at Brockport degree, if the proper course approval has been certified in Part II by The College at Brockport.
- D. The College at Brockport agrees to monitor the student's program pursuit and satisfactory academic progress, to be responsible for disbursement of funds to the student and to administer the appropriate refund policy, including the recalculation of any Title IV aid if the student should withdraw.
- E. The Host Institution certifies it is a Title IV eligible institution.
- F. If the student wishes to attend a study abroad program, the host institution certifies it has entered into a consortium or contractual agreement with any foreign institution with which they are participating in a Study Abroad program.
- G. The Host institution agrees The College at Brockport will report the student's data for enrollment reporting for the National Student Loan Data System as well as all other required reporting structures including the Fiscal Operation Report and Application to Participate.

Host Institution's Signature \_\_\_\_\_ Title \_\_\_\_\_

Name of Host Institution \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_

FAX Number(\_\_\_\_\_) \_\_\_\_\_

Note: Please return this form to The College at Brockport Financial Aid Office. A certified copy will be returned to you upon completion.

**Part IV: To be completed by The College at Brockport Financial Aid Office**

The College at Brockport agrees to the terms stated above and authorizes the release of financial aid funds to the address designated by the student in Part I. Financial Aid awards to be received by the student for the stated period of attendance are as follows:

Federal Perkins Loan	\$ _____	Other _____	\$ _____
Federal Direct Unsub. Stafford Loan	\$ _____	Other _____	\$ _____
Federal Direct PLUS Loan	\$ _____	Other _____	\$ _____

**If checked, student is also attending The College at Brockport. Any financial aid received must first be applied to The College at Brockport expenses.**

College at Brockport Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Distribution:

- Host Institution
- The College at Brockport Financial Aid Office
- The College at Brockport Graduate School
- Academic Department Advisor
- Student