INSTRUCTIONS FOR FINANCIAL AID STUDENTS REQUESTING TO BE FUNDED FOR COURSES TAKEN AT A VISITING INSTITUTION

Pursuant to Administrative and Technical Federal Regulations. 668.19 and section 690.8, published January 25, 1979, students may take approved course(s) at another Institution of higher education and receive aid for such course(s) once there is an agreement between the student's home school and the visiting institution.

Please follow the directions below so Westchester Community College can complete the Consortium Agreement:

1. Obtain from the Consortium school (visiting school) the name of the course number of credits, the school where you plan to take the course(s) and a course description. Take this information to Ms. Cathy Palmiere located in the Administration building, Room 210 to have the course(s) evaluated and have section A of this form completed.

   PLEASE NOTE: Please allow at least two weeks for the course(s) to be evaluated.

2. Have the Registrar at the school where you are taking the course(s) complete the section under Consortium School (section B).

3. Have the section on the second side completed by the Financial Aid office at the Consortium school.

4. SUBMIT THE PROPERLY COMPLETED FORM WITH PROOF OF BILL PAYMENT TO THE FINANCIAL AID OFFICE AT WESTCHESTER COMMUNITY COLLEGE.

WE WILL NOT BUILD THIS COURSE INTO YOUR AID PACKAGE AT WESTCHESTER COMMUNITY COLLEGE UNTIL ALL THE STEPS OUTLINED ABOVE ARE COMPLETED.

Also

You will be required to provide proof of attendance before Westchester Community College releases a refund check, if you are eligible for one.
CROSS REGISTRATION FOR WESTCHESTER COMMUNITY COLLEGE STUDENTS

SECTION A

Student’s Name __________________________ Student ID # __________________________ Major

The above named student is a part-time matriculated student in good academic standing at Westchester Community College and is authorized to enroll at __________________________ for __________________________ to take the following courses(s):*

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<th>Course #</th>
<th>COURSE TITLE</th>
<th>Credits</th>
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The above will be credited towards the student’s degree program at Westchester Community College, with a grade of “C” or better.

Signature - TRANSFER CREDIT EVALUATOR, WESTCHESTER COMMUNITY COLLEGE, MS. CATHY PALMIERE, ADMIN. BUILDING, ROOM 210

Date

Signature- DEAN OF ACADEMIC AFFAIRS, WESTCHESTER COMMUNITY COLLEGE  JOANNE RUSSELL, HARTFORD HALL

Date

SECTION B

CONSORTIUM SCHOOL

To be completed by Registrar:

Student’s Name __________________________ is registered at: __________________________ College

for the following:

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<th>Course #</th>
<th>Credits</th>
<th>Course Title</th>
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Registrar (Printed or Typed) __________________________ Signature of Registrar __________________________ Date
*Courses selected must be researched prior to approval being given, if they are not already in the College’s transfer data base.

TO BE COMPLETED BY FINANCIAL AID OFFICE
AT THE HOST INSTITUTION

NAME OF STUDENT________________________________  SSN#__________________

ACADEMIC YEAR_______________________  SEMESTER______________

DATES OF ENROLLMENT________________________________
PELL Grant Cost of Attendance for Academic Year
Institutional Campus Aid Budget for Period of Enrollment
Number of Credits
Weeks in Enrollment Period

COSTS OTHER THAN PELL

Tuition and Fees  ---------------------------------------------
Books  ---------------------------------------------
Room and Board  ---------------------------------------------
Personal  ---------------------------------------------
Transportation  ---------------------------------------------
Special Expense  ---------------------------------------------
TOTAL COSTS  ---------------------------------------------

CERTIFICATION

WESTCHESTER COMMUNITY COLLEGE, the home school, agrees to provide payment(s) to the above mentioned student, if eligible, under the Pell Grant and/or Campus Based Programs as appropriate for terms specified above.

The Consortium School, --------------------------------------------- agrees not to provide Pell Grant and/or Campus Based Program payments to the above mentioned student during term(s) specified and further agrees not to certify a FFELP loan or a PLUS loan for said period.

---------------------------------------------also agrees to notify Westchester Community College of the Student’s withdrawal from any or all classes at that institution prior to the conclusion of the term specified above.

Westchester Community College
Home Institution

Host Institution

Signature

Signature

Title

Title

Telephone #  Date

Telephone #  Date