# Federal Financial Aid Consortium Agreement
## Policies and Procedures

The Brenau University Financial Aid and Registrar's Offices have agreed to facilitate the capability for an eligible Brenau student to receive Federal Title IV financial aid funds while visiting another Title IV-eligible institution by initiating a consortium agreement with that institution, which will be referred to as the Host Institution. A student wishing to receive federal student financial aid to enroll as a transient student at a Host Institution must have been admitted to Brenau as a degree-seeking student. Further, the student must have a transient, or non-degree-seeking, status at the Host Institution, enrolling only in courses that are eligible for transfer back to the student's Brenau degree program. A Consortium Agreement applies only to Federal Title IV student financial aid awarded by the Brenau Financial Aid Office. For students who are eligible to receive state aid programs such as Georgia's HOPE Scholarship or Zell Miller Scholarship, those funds will be paid for transient status in accordance with the transient rules detailed in the applicable state regulations. Brenau University institutional scholarships and grants may not be utilized for transient coursework.

| Responsibilities of the Transient Student | |
|---|---|
| 1. | Student consults with academic adviser and obtains transient permission from Brenau Registrar's Office to enroll in courses at Host Institution that are required and eligible for transfer back to student's Brenau degree program. |
| 2. | Student is responsible for registering for transient coursework at Host Institution and for payment of all applicable charges/fees in accordance with published policies and deadlines of Host Institution. |
| 3. | Student is subject to all academic and administrative policies of Brenau University and Host Institution. |
| 4. | Student completes and signs Brenau Federal Financial Aid Consortium Agreement, then forwards to Host Institution's Financial Aid Office for review and completion. |
| 5. | Student must notify Brenau Financial Aid Office if he/she either does not enroll at Host Institution or withdraws from Host Institution during term specified in the Agreement. In the event student must withdraw from course(s) during transient term, he/she must comply with withdrawal requirements of Host Institution, including completion of any applicable withdrawal forms or online processes. |
| 6. | Student is responsible for requesting Host Institution to send an academic transcript to Brenau Registrar's Office within 30 days of end of transient term, regardless of grade(s) earned. Non-receipt of academic transcript will result in student being required to repay all financial aid funds disbursed for transient term. |

| Responsibilities of Brenau University | |
|---|---|
| 1. | Brenau Accounting Office will disburse financial aid funds to student in accordance with federal student aid regulations and Brenau policies. |
| 2. | In the event of transient student's withdrawal from all classes at Host Institution and at Brenau (if applicable), Brenau Financial Aid Office will calculate any applicable refunds in accordance with U.S. Department of Education's Return of Title IV Funds requirements, as well as state and institutional policies. |
| 3. | Upon receipt of official transcript from Host Institution, Brenau Registrar's Office will post all academic credit earned by student, and Financial Aid Office will confirm that student continues to meet university's Satisfactory Academic Progress (SAP) standards. |

| Responsibilities of the Host Institution | |
|---|---|
| 1. | Host Institution will confirm that transient student is enrolled as a non-degree-seeking or transient student at that institution, and will enter on the Consortium Agreement the applicable Cost of Attendance budget assigned to student for calculation of Federal student financial aid eligibility. |
| 2. | Host Institution will monitor student's enrollment status during transient term, and will contact Brenau Financial Aid Office if student's enrollment status changes. |
| 3. | Host Institution will not award student any form of Federal student financial aid during transient term listed on the agreement, and will notify Brenau Financial Aid Office of any institutional scholarships/grants awarded the student by entering total amount on Consortium Agreement. |
| 4. | Host Institution will complete Consortium Agreement and return signed agreement to Brenau Financial Aid Office via fax number or email address provided. |

(Over)

# Federal Financial Aid Consortium Agreement

**Student Section (Please Print):**

Student's Full Name: _____ Brenau ID Number: _____

Degree/Major: _____ Home Phone: _____

Cell Phone: _____ Email Address: _____

HOST Institution: _____ HOST Institution Student ID Number: _____

Academic Term/Year Covered by Consortium Agreement *(Ex: Fall Semester 2012):* _____

Course(s) student will pursue during Transient Term at Host Institution for transfer to Brenau University:

| Course Prefix & Number | Course Title | Credit Hours |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| | **Total Credit Hours Enrolled at HOST Institution:** | |

**Student Certification:** I have read the Brenau Federal Financial Aid Consortium Agreement Policy and Procedures, specifically the Responsibilities of the Transient Student, and agree to abide by the terms of this Agreement. In the event of withdrawal from any or all transient courses, I will immediately inform the Brenau Financial Aid Office. Further, I authorize any refund of fees by the Host Institution to be returned directly to the Brenau University Accounting Office for reimbursement to the appropriate funding sources.

Student Signature: _____ Date: _____

**After completing and signing the Consortium Agreement, please make a copy for your records, and then forward the Agreement to the Host Institution's Financial Aid Office for completion of their portion.**

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**Host Institution Section:**

Student's Cost of Attendance (COA) and Enrollment Confirmation for Transient Term:

| | | | | |
|---|---|---|---|---|
| **Tuition & Fees** | **$** | | **Non-Degree Status?** | Yes or No |
| **Room & Board** | **$** | | **Term Enrolled** | |
| **Books & Supplies** | **$** | | **Term Start Date** | |
| **Misc. Expenses** | **$** | | **Term End Date** | |
| **Total COA for Term** | **$** | | **Number of Credits Enrolled** | |

Total Institutional Grants/Scholarships Awarded Student by Host Institution: $_____

**HOST Institution Certification:** We agree to notify the Brenau University Financial Aid Office of any change in the transient student's enrollment status, and also agree not to award the student any federal aid for the transient term.

_____ _____ _____

Printed Name of Financial Aid Officer Signature Date

Phone Number: _____ Email Address: _____

**Please forward the completed Consortium Agreement to the attention of Robin Aiken in the Brenau University Financial Aid Office either by email to financialaid@brenau.edu or by fax to 770-538-4306. For questions, please call 770-534-6152.**