

Degree-seeking students planning to attend another University during the Fall, Winter, Spring or Summer semester, or are simultaneously enrolled at Miami and another institution must complete a Consortium/Contractual Agreement in order to receive financial aid.

All three sections of the attached Consortium/Contractual Agreement must be completed. Allow at least four weeks prior to the beginning of the program for completion of this agreement. Failure to complete this Consortium/Contractual Agreement will prevent the release of financial aid funds and the accurate reporting of enrollment by the Office of the Registrar.

Check list of items needed for the Consortium/Contractual Agreement (Use this to ensure all steps have been completed)

- Complete Section I of this agreement (student).
- Complete Section II of this agreement with an academic advisor. NOTE: Signature of Miami advisor is required.
- Send Section III of this agreement to the host institution for completion.
- Submit completed Sections I, II and III to the One Stop.
- Submit the Free Application for Federal Student Aid (**fafsa.gov**) if planning to use financial aid (optional).
 - For the 2019 Summer terms: 2018-2019 FAFSA
 - For the 2019-2020 Fall Semester, Winter Term and/or Spring Semester: 2019-2020 FAFSA

Students are responsible for making sure their balance with Miami's Bursar Office is cleared. If there is a balance at Miami, the student's aid will first go toward these expenses and the remaining aid will be released in accordance with Miami University's disbursement schedule. For disbursement dates, see the Dates and Deadlines Calendar at **MiamiOH.edu/OneStop**. Notify the One Stop of any changes in enrollment status, including withdrawing from all courses or substitution of approved courses. Students must also provide a copy of the final transcript from their host institution to Miami upon completion of courses.

Please return this form to the One Stop:

Miami University - One Stop - 301 S. Campus Ave. - Oxford, OH 45056 513-529-0001
Email: OneStop@MiamiOH.edu - Fax: 513-529-8713 - Web: MiamiOH.edu/OneStop

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SECTION I TO BE COMPLETED BY THE STUDENT

Student Name _____ Banner ID + _____
 Student Email _____@MiamiOH.edu Phone # for questions about form: _____
 Term (check one): Fall Winter Spring Summer
 Campus (check one): Oxford Hamilton VOA Middletown

Check if not applying for financial aid, but would like to defer the loan repayment while studying elsewhere.
 Total number of hours enrolled: _____

Name of Host Institution _____
 Contact Person _____ Email _____
 Address _____
 Business Phone _____

CERTIFICATION: I certify that all information reported to qualify for federal student aid is complete and correct and that purposely giving false or misleading information may lead to fines, prison or both.

 Student Signature (Original, not typed) _____
 Date

SECTION II TO BE COMPLETED BY THE STUDENT AND APPROPRIATE MIAMI UNIVERSITY ADVISOR(S)

Complete the table below with the courses the student will take at the host institution. The Miami Advisor's signature certifies that the hours earned in the course(s) listed below will fulfill degree requirements at Miami University. An advisor's signature is required for certification of each course.

Host institution course name and course number	Credit hours for each course at host institution	Credit hours for Miami Course equivalent	Miami Advisor's Signature	Date

SECTION III STUDENT SENDS TO THE HOST INSTITUTION FOR COMPLETION

Student Name _____ Last 4 of SSN _____

Enrollment Dates: From _____ To _____ Number of hours enrolled: _____

 Enrollment Period: Quarters Semesters

Program Cost of Attendance:

 Tuition \$ _____
 Fees \$ _____
 Room and Board \$ _____
 Books and Supplies \$ _____
 Transportation \$ _____
 Miscellaneous \$ _____
 Total \$ _____

Financial Aid Proceeds To Be Mailed To:

 Host School: _____
 Address: _____
 City, State, Zip Code: _____

The student will use financial aid and/or scholarships to help cover the cost of attendance during this transient term. Miami University will consider the student enrolled in an eligible program of study, calculate award eligibility, and upon disbursing financial aid, send funds to host institution. **The host institution agrees to notify Miami University if the student fails to register, reduces the number of enrolled credits, or withdraws from classes.** Miami University will handle any refunds and/or repayments to the Title IV programs resulting from the student's withdrawal from classes and to monitor Satisfactory Academic Progress, according to policies.

The contents of this agreement comply with all federal, state, and university regulations, policies and procedures. As a part of this agreement, financial aid officers at both institutions will receive a certification from the student's Chief Departmental Advisor or Regional Campus Registrar. The statement will verify that the student has permission to register as a transient student at the host institution and that the student will receive credit toward a degree from Miami University.

 Signature Date School Title IV School Code

 Print Name Address

 Title City State Zip Code

 E-mail Address Phone Fax

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