

STUDENT FINANCIAL AID

PURPOSE: The purpose of this form is to facilitate payment for courses you will be enrolled in as a guest student at another institution (host institution). A completed Contractual Agreement allows Bowling Green State University to disburse your financial aid based on your enrollment at either the host institution alone, or at both institutions combined.

BGSU FINANCIAL AID OFFICE WILL: Only accept a completed Contractual Form, determine your eligibility for financial aid, disburse your financial aid, monitor your satisfactory academic progress and attendance, maintain your financial aid records, and report information regarding your enrollment and financial aid as required.

DISBURSEMENT OF FUNDS: The date your financial aid will disburse to your BGSU Bursar account based on Bowling Green State University's disbursement schedule, submission of a completed Contractual Form, and the start date of your contractual term. Any fees due to BGSU will be paid first, and any excess financial aid will be refunded to you.

PAYING FOR FEES AT HOST INSTITUTION: Use the refunded aid from BGSU to pay for your courses at the host institution. It is your responsibility to contact the host institution regarding their payment schedule and to make payment to the host institution for any charges incurred. You may be required to pay the host institution prior to aid being refunded to you at Bowling Green State University. If you need the refund mailed to your home address, contact the BGSU Bursar Office.

CONDITIONS OF THE AGREEMENT: You are not permitted to obtain federal or state financial aid from both institutions. By completing the Host Institution section of this agreement, the host institution agrees NOT to process any federal or state financial aid for you as a guest student. If this agreement is violated, your federal and state financial aid awards may be revoked by one or both institutions. It is your responsibility to make sure the host institution understands you are a student at Bowling Green State University and they should not process any federal or state financial aid for you.

YOU MUST NOTIFY BOTH INSTITUTIONS IF YOU DROP OR WITHDRAW FROM ANY OR ALL OF YOUR COURSES. Your financial aid award is based on your enrollment which will be verified and monitored throughout the term, as well as after the term has ended. If you adjust your enrollment from the original course schedule provided, your financial aid may be adjusted which could cause you to have a balance due at one or both institutions. If the host school refuses to process this Contractual Agreement there is no appeal process. Your financial aid will be processed according to your hours of enrollment at BGSU only.

YOU ARE REQUIRED: You are required to have a 2.0 cumulative grade point average before this agreement will be processed; to submit an official transcript of your completed dual enrollment at the host institution to the BGSU Financial Aid Office, in addition to the BGSU Registration Office at the close of the semester for which the agreement is processed.

WHAT YOU NEED TO DO:

***THIS COMPLETED FORM MUST BE SUBMITTED NO LATER THAN 15 DAYS PRIOR TO THE TERM OF DUAL ENROLLMENT.**

1. File a 2009-2010 FAFSA if you intend to use any federal or state aid for your contractual term.
2. Complete "SECTION I: STUDENT INFORMATION".
3. Have your academic advisor complete "SECTION II: BGSU ACADEMIC ADVISOR'S ASSESSMENT".
4. Have a staff member from the Education Abroad Office complete "SECTION III: EDUCATION ABROAD ASSESSMENT".
5. The financial aid office at the other school you will be attending should complete "SECTION IV: HOST INSTITUTION'S RESPONSIBILITIES".
6. Complete and submit "SECTION V: GUEST STUDENT CERTIFICATION FOR SFA CONTRACTUAL AGREEMENTS" to the Transfer Evaluation office located on the first floor of the Administration Building.
7. Make a copy of all sections for your records before submitting to the appropriate office for processing.
8. Submit completed Sections I, II, III, and IV to Student Financial Aid, 231 Administration Bldg., Bowling Green State University. **If all sections are not submitted with appropriate certification and signatures, your Contractual Agreement will be returned to you as incomplete.**

SECTION I: STUDENT INFORMATION

This section is to be completed by you. Do not submit Section I without Sections II, III, and IV or the entire Contractual Agreement will be returned to you as incomplete which may result in a delayed disbursement of your financial aid.

Name: _____ BGSU ID # _____

Last First

Address: _____

Street/P. O. Box

City

State

Zip Code

Telephone # _____ Cell Phone # _____

***IF YOU ARE NEWLY ADMITTED TO BGSU AND THIS IS YOUR FIRST SEMESTER OF ATTENDANCE, YOU MUST TAKE AT LEAST ONE CLASS AT BGSU FOR THIS AGREEMENT TO BE PROCESSED. THIS RULE MAY ALSO IMPACT SOME STUDENTS WHO ARE RE-ADMITTED TO BGSU AFTER A PERIOD OF NON-ATTENDANCE.**

**** A 2.0 CUMULATIVE BGSU GPA IS REQUIRED IN ORDER TO PARTICIPATE IN A CONTRACTUAL AGREEMENT.**

NOTE: This Contractual Agreement is valid only for ONE term. You must submit a new agreement if you decide to take courses at a host institution for additional terms.

You will be attending classes at the host institution for the following term: (Choose one)

- Summer** (May 18, 2009 – August 7, 2009)
- Fall** (August 24 – December 18, 2009)
- Spring** (January 11, 2010 – May 7, 2010)

<p>You will be enrolled at: (Name of Host Institution) _____</p> <p>for _____ credit hours.</p> <p>You will be enrolled at BGSU: (for the same term)</p> <p>for _____ credit hours.</p>

BY SIGNING BELOW YOU AGREE TO:

- Be enrolled in a degree, certificate, or recognized credential program at BGSU
- Maintain satisfactory academic progress as defined at www.bgsu.edu/offices/sfa/sat-prog.html
- Take only the courses at the host institution which are transferable to your BGSU degree, certificate, or recognized credential program as certified by your BGSU academic advisor
- Notify SFA if you do not begin attendance in the courses approved under this agreement
- **Inform BGSU SFA and the host institution's financial aid office if you drop or withdraw from any or all courses**
- Inform BGSU SFA and Office of Registration and Records if there is a substitution for any course approved under this agreement
- Pay all tuition, fees, and other expenses as charged by BGSU or the host institution
- Ensure the host school provides the Office of Registration and Records at BGSU with an official academic transcript upon completion of the contractual agreement period

Student Signature: _____ Date: _____

SECTION II: BGSU ACADEMIC ADVISOR'S ASSESSMENT

Student Name: _____ BGSU ID #: _____

List all courses the student plans to take during the contractual term and the BGSU course equivalency:

Course Number and Name	Credit Hrs.	BGSU Equivalency	Credit Hrs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please sign below verifying the course(s) listed above will be accepted toward the completion of the student's BGSU degree, certificate, or other recognized credential program. BGSU Office of Registration and Records will confirm the GPA.

BGSU Academic Advisor's Signature

Date

Printed Name

Title

Academic Department

Advisor's Telephone Number

SECTION III: EDUCATION ABROAD OFFICE ASSESSMENT

This section must be signed by an Education Abroad Office staff member. The Education Abroad Office is located at McDonald North, Suite 61.

Preparing to study abroad requires a variety of paper work. The Education Abroad Office can provide you with assistance determining what you will need for your particular program.

I verify this student has met with the Education Abroad Office. Pre-departure and check sheet information has been provided to the student.

Staff member's printed name: _____ Date: _____

Staff member's signature: _____

BGSU FINANCIAL AID - HOME INSTITUTION

UNDER THIS AGREEMENT BGSU STUDENT FINANCIAL AID WILL:

- Process the student's FAFSA application and provide payment of Title IV funds (if eligible), as appropriate, for the contractual period based on the Cost of Attendance provide by the host institution
- Disburse federal aid according to the host institution's academic calendar
- Monitor Satisfactory Academic Progress
- Process enrollment reporting to the National Student Clearinghouse
- Calculate all components for Return of Title IV funds, when appropriate
- Maintain Title IV record keeping and reporting requirements
- Monitor hours enrolled for institutional refunds and repayments
- Report the student on our FISAP

Gail Houtz, M.Ed

Gail Houtz

BGSU SFA Authorizing Signature

Printed Name

419-372-6882

419-372-0404

ghoutz@bgsu.edu

Telephone Number

FAX Number

E-mail Address

SECTION IV: HOST INSTITUTION'S RESPONSIBILITIES

Student Name: _____ SSN: _____

BGSU ID #: _____

Name of Host Institution: _____

Will the student receive financial aid at your institution? Yes No

If yes, list type and amount of funding: _____

Check which system is applicable to your institution: Quarters Semesters

List total credit hours for which the student is enrolled: _____

The enrollment period is from: _____ to _____

List Cost of Attendance figures for the term under this agreement:

\$ _____ Tuition and fees

\$ _____ Room and board

\$ _____ Books and supplies

\$ _____ Transportation

\$ _____ Other

UNDER THIS AGREEMENT, THE HOST INSTITUTION AGREES TO:

- Certify the student has been accepted for enrollment in an academic program that meets Title IV financial aid eligibility requirements
- Provide school specific consumer information to the student
- Provide BGSU with documentation of the student's enrollment at your school
- Notify BGSU if the student fails to enroll or withdraws from your school
- Provide BGSU with an official academic transcript upon completion of the agreement period

Host Institution Financial Aid Authorizing Signature _____ Date _____

Printed Name _____ Title _____

E-mail address _____ Telephone Number _____ FAX Number _____

SECTION V: GUEST STUDENT CERTIFICATION – For SFA Contractual Agreements
 (This form will be forwarded to Student Financial Aid for you by the Office of Registration and Records)



Office of Registration and Records
 110 Administration Bldg.
 Bowling Green, Ohio 43403-0130
 Phone: (419) 372-7959
 Fax: (419) 372-1115

Name: _____ SSN: _____

Address: _____ BGSU ID #: _____
 Street/P. O. Box City State Zip Code
 (Mailed one week after completion) Check your college:

Telephone #: _____
 Cell Phone #: _____
 A & S Educ & Hum
 Music H & HS
 Bus Tech
 Fire ACE

Institution you plan to attend: _____ Branch: _____
 Term you plan to attend: Summer Winter Fall Spring Year: _____

OTHER INSTITUTION			BGSU EQUIVALENT		
DEPARTMENT	COURSE NUMBER	CREDIT HR	DEPARTMENT	COURSE NUMBER	SEM HR
Example: ENGL	101	3	ENG	112	3

Student must check Student Copy of Guest Certification form upon receipt for any changes to equivalency before taking course(s) at host institution. Upon completion of these courses, student must request an official transcript be sent to the above address. Transcripts will not be automatically sent for the student by the host institution. Applicability of courses into degree program is to be determined by your college advising office.

**READ THE BACK OF THIS FORM AND SIGN.
 THIS FORM WILL NOT BE COMPLETED WITHOUT YOUR SIGNATURE.**

For Office Use Only:

STATEMENT OF GOOD STANDING
 The above student is in good academic standing at Bowling Green State University.
 This document is valid if signed by Director of Transfer Evaluation and Graduation and sent from the Office of Registration and Records at Bowling Green State University.

 Rachel A. Schaeffer, Director of Transfer Evaluation and Graduation Date _____

If the student is within the last 30 hours immediately preceding graduation, course work is subject to approval of the student's college office.

Student Copy _____ Class Standing: Freshman Junior
 College Copy Sophomore Senior

STUDENT INFORMATION

1. A **Statement of Good Standing** will not be issued to students who do not have a 2.0 accumulative average at BGSU.
2. Transfer credit will be accepted provided the student earns a final grade of "D" or better (or Pass for Pass/Fail registration) that carries at least the quality point of 1.0 or greater (on a 4.0 scale).
3. Transfer credit will not be accepted for any course previously passed at BGSU, including a final grade of "D". The grade from the transfer institution will not affect the BGSU accumulative average. Exception to this statement occurs only when qualifying for honors at BGSU, at which time ***all work*** taken at another institution is averaged into the total accumulative average or when qualifying for selected degree programs.
4. When issuing Guest Student Certification forms, student records are not checked for duplication of credit. It is the responsibility of the student to insure that duplicate work is not taken.
5. Questions regarding pre-requisite(s) at the host institution for course(s) the student wishes to take should be directed to appropriate personnel at the host institution.
6. Student must check the Student Copy of the Guest Student Certification form upon receipt for any changes to equivalencies. If changes are made, please review with Transfer Evaluation Services or college advising office before taking course(s) at host institution.
7. If any equivalency information on the front of this form should change (example: credit hours, department, etc.), a new form must be completed.
8. Following completion of coursework, **it is the student's responsibility to request an official transcript be mailed directly from the host institution to:**

Office of Registration and Records,
110 Administration Bldg.
Bowling Green State University
Bowling Green, Ohio 43403
9. Course work **MUST** be transferred to BGSU within **one** semester beyond the "Plan To Attend" term checked on the first page of the Guest Student Certification form. A re-evaluation will be done if courses are transferred after **one** semester.
10. Transfer Evaluation Services does **NOT** determine applicability of course work into your degree program. **You must contact your advisor to determine applicability of any course that transfers to BGSU.**

I certify that I have read, understand, and agree to the information provided above.

Student's Signature or Transfer Representative's Signature

Date

NOTES: