

Southern University and A&M College-Baton Rouge Financial Aid Consortium Agreement

Purpose

In compliance with federal regulations, the Southern University and A&M College-Baton Rouge (SUBR) and

(Name of Host Institution)

agree to participate in a consortium agreement for federal financial aid. This agreement allows the student named at the end of this agreement to take the courses listed at the host institution identified above and earn credit hours towards his/her degree or certificate at SUBR. These courses be transferred back to the home institution and, will count towards the student's degree or certificate on the same basis as it would for course work taken at SUBR. Both institutions certify and attest they meet the definition and requirements of an eligible institution under federal regulations (34 CFR 668.14).

Institution Granting the Degree/Certificate and Enrollment Status

SUBR, as the home institution, will grant the degree/certificate. The student is responsible for informing the Office of Student Financial Aid at SUBR of his/her enrollment status with written documentation from the host institution. In conjunction with SUBR's enrollment verification procedure, the host institution will provide SUBR with a letter supporting the student's enrollment status. Based on this information, the Office of Student Financial Aid will either: (1) award the student based on his/her enrollment status at the host institution, or (2) add the number of credits hours for which the student is enrolled at the host institution with the number of credit hours taken at SUBR during the same time period.

If the student withdraws from the host institution, it is the host institution's responsibility to inform SUBR of this change in enrollment within ten days. Should the student fail to officially withdraw, the host institution will notify SUBR of the student's unofficial withdrawal from classes in accordance with 34 CFR 668.22. SUBR defines its student enrollment status based on credit hours per semester. SUBR will use the following table to determine the student's enrollment status.

Enrollment	Undergraduate	Summer	Graduate	Summer
Full time	12 credit hours	6 credit hours	9 credit hours	6 credit hours
3/4 time	9-11 credit hours	5 credit hours	6-8 credit hours	5 credit hours
1/2 time	6-8 credit hours	3-4 credit hours	5 credit hours	3-4 credit hours

For enrollment reporting purposes as the home school, SUBR will include these students as officially enrolled at SUBR.

Cost of Attendance

The estimated cost of attendance provided in this agreement is for the payment period(s) checked below:

- ☐ **Fall Term** _____
☐ **Spring Term** _____
☐ **Summer Term** _____

If the SUBR student is only attending the host institution during the payment period, their cost of attendance is based solely on the host institution estimated costs. If the SUBR student is attending both institutions during the same payment period, the cost of attendance will be proportionally calculated based on the student's enrollment status.

Component	SUBR	Other Institution	SUBR Use
Tuition & Fees			
Books & Supplies			
Room & Board			
Transportation			
Misc. and Other			
Total			

Calculation of Awards, Disbursing, and Distributing Aid

SUBR, as the home institution, will calculate the student's eligibility for Title IV federal financial aid. If the SUBR student is attending both institutions during the same payment period, SUBR will disburse Title IV federal financial aid. If the SUBR student is only attending the host institution during the payment period, SUBR will: (1) deliver Title IV funds to the host institution and the host institution will be responsible for disbursement of these funds in accordance with federal regulations, or (2) disburse funds to the student in accordance with federal regulations. The host institution shall not award financial aid to the student during the period of time covered by this agreement.

Monitoring SAP

It is SUBR's responsibility to monitor satisfactory academic progress. The Office of Student Financial Aid shall follow SUBR's SAP procedures as they apply to the consortium student's progression. The courses and grades at the host institution will be treated under the academic policies of SUBR. The host institution is responsible for sending a grade report to the SUBR Registrar.

Record Keeping

SUBR will maintain its required records in accordance with federal regulations. The host institution may be asked to provide documentation of enrollment status and other records as required to administer aid. Should this occur, SUBR will maintain these records in the student's file at SUBR. The host institution agrees to maintain all records as required for Federal Title IV programs.

Approved Courses and Credit Hours Covered by This Agreement

Student's Name

Social Security Number/CWID

Courses	Credit Hours/Semester

In the event that the student changes classes and that class is not transferable, then this agreement will be invalid. The host institution is responsible for monitoring course enrollment eligibility for this agreement.

Other

This agreement shall remain in effect until canceled in writing by either institution. Such notice shall be deemed delivered when addressed to the respective parties at the addresses shown below and deposited as certified or registered mail, postage paid, with the United States Postal Service.

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This agreement executed in duplicate original instruments as of the day and year written below:

Financial Aid Administrator

Date

Printed Name/Title

Southern University and A&M College-Baton Rouge
P.O. Box 9961 Building # 122, Baton Rouge, LA 70813
(225) 771-2790; FAX: (225) 771-5898

Host Institution

Name of Host Institution Official
(please print)

Title of Host Institution Official

Address (physical mailing)/email address

Telephone Numbers/FAX

Signature of Host Institution Official

Date