



# FINANCIAL AID CONSORTIUM AGREEMENT

This agreement between Mansfield University and the "Host Institution" named below is for allowing Mansfield University to disburse financial aid based on this student's combined enrollment at both institutions during the complete duration of this agreement. Mansfield University, as the "home" institution, agrees to calculate and disburse aid for which the student may be eligible including Federal, State, and/or University funds. Furthermore, Mansfield University will handle withdrawals and requirements related to the return of Title IV funds. **The student is responsible for payment of all charges at the Host Institution** since the financial aid awarded to the student will not be forthcoming until all of the consortium conditions have been met. Calculations of the amount of award(s) will be based on the combined tuition, fees, and other related expenses that the student will be expected to pay at both schools. This agreement will not be accepted without the necessary information and appropriate signatures.

## Part I: To be Completed by the Student

**Note:** You must submit a copy of an approved Request to Transfer Credit Form to the Financial Aid Office.

**PLEASE PRINT:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Part II: To be completed by the Host Institution

**PLEASE PRINT:**

Name of Institution: \_\_\_\_\_

Name of Person Completing this Form: \_\_\_\_\_

Title of Person Completing this Form: \_\_\_\_\_

Telephone number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Period of Enrollment:** From (MM/DD/YYYY): \_\_\_\_\_ To (MM/DD/YYYY): \_\_\_\_\_

### Cost of Attendance Budget:

Tuition:	\$ _____
Required Fees:	\$ _____
Housing/Meals:	\$ _____
Books/Supplies:	\$ _____
Transportation:	\$ _____
Personal Expenses:	\$ _____
<b>TOTAL COSTS:</b>	<b>\$ _____</b>

### Enrollment/Name of Course (please attach Schedule)

### Credits

_____	_____
_____	_____
_____	_____
_____	_____

## Part III: To be completed by Mansfield University of Pennsylvania

The Financial Aid Office has a copy of the approved Request to Transfer Credit Form.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Please return completed forms to:  
Mansfield University  
Financial Aid Office  
71 S. Academy St., 224 South Hall  
Mansfield, PA 16933  
Voice: 570 • 662 • 4129  
FAX: 570 • 662 • 4136

# Instructions to Student

1. Meet with your Mansfield University advisor to determine what classes at the other college will transfer to your program of study at Mansfield and to complete a *Request to Transfer Credits* form.
2. Submit a copy of the approved *Request to Transfer Credits* form to the MU Financial Aid office.
3. Take or fax the *Consortium Agreement* to the Financial Aid office at the college you are visiting (host institution) and request completion of the form. The host institution will then mail or fax the agreement and your schedule to Mansfield University's Financial Aid Office. Your financial aid cannot be released until the completed *Consortium Agreement* and *Request to Transfer Credits* forms are received in the MU Financial Aid Office. Once received, your financial aid will be reviewed and adjusted, if necessary, based on the total number of credits you are taking at Mansfield University and the host institution.
4. Make arrangements to pay your tuition bill at the host institution. Some colleges will agree to wait until you receive your financial aid refund from Mansfield University; however, if the host institution will not wait for you to receive your refund, you are responsible for paying your tuition by the host institution's payment deadline. Mansfield University will not pay your tuition at the host institution or transfer funds to your host institution for you. If you have questions about the timing of your refund or the amount of your refund, contact the MU Financial Aid Office.
5. If you drop any courses at the host institution, you are responsible for reporting this to the MU Financial Aid Office.
6. After completion of your courses at the host institution, you must submit an official transcript from the host institution to Mansfield University's Admissions Office for review.
7. If you do not complete credits attempted at the host institution, you may come up with unsatisfactory academic progress at the end of the academic year which could prevent you from receiving aid for the following academic year.

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