Concurrent Enrollment Agreement

GENERAL INFORMATION

If you are an FIU financial aid recipient currently enrolled at FIU and enroll for a course at *Miami Dade College* or *Broward College*, you may be eligible for an adjustment to your FIU financial aid award. Only course-work acceptable as transfer credits, towards completion of a degree at FIU, will be considered. With the exception of Bright Futures recipients, if you are a full-time student at FIU, this agreement is not applicable. Adjustment in your Financial Aid may be considered for *Pell Grant, Florida Student Assistance Grant, Florida Bright Futures Scholarship program, and/or Stafford Loans*. For eligibility criteria, please refer to your Award Terms and Conditions via our website at www.finaid.fiu.edu, under Eligibility & Award Term.

RETURN OF AID POLICY

- Within 30 days after the end of the term, the student is required to provide FIU Financial Aid Office with a copy of the transcript from the HOST institution. All payable credits are subjected to Satisfactory Academic Progress.
- A student that drops or withdraws from a course(s) after the concurrent enrollment has been processed will be financially responsible for those courses. The student will be placed on accounts receivable and will need to return those funds to FIU.

DEADLINE: This completed form, with all required documentation, must be submitted no later than the last day to pay at FIU — _NO EXCEPTIONS_.

PROCEDURES AND REQUIRED DOCUMENTATION TO SUBMIT WITH THIS FORM

Note: Home institution refers to the institution at which you are working toward earning your degree and host institution refers to the institution at which you are completing your transient courses for the term.

1. Complete a **Transient Student Application** at www.FloridaShines.org. After the application is approved* by all appropriate parties, print the application and attach to this form along with the following. *Note that Financial Aid cannot pay for courses that are "not required" for degree completion at FIU.*
2. After you register for your approved courses, print and attach a copy of the **class schedule** clearly stating the amount of credits each course is worth.
3. You must first pay for your transient courses in order for the home institution to validate and release any eligible aid. Attach your **paid receipt** indicating full payment has been made to the host institution.
4. After courses begin at FIU, your financial aid will *automatically adjust* for the *FIU enrollment only*. Any balance in your account that results from this automatic adjustment must be paid before the tuition payment deadline.
5. After the host institution reports and confirms transient enrollment via National Student Clearinghouse, if you are eligible for this process and provide all the proper documentation by the deadline, then your FIU financial aid will be adjusted to reflect your overall eligible award. Any refunds that result from this adjustment will then be processed.
6. After term grades have posted, you are to submit **Official Transcripts** from your host institution to your home institution to process your transfer credits. Once your transferred credits are processed by your home institution, you are to print and submit **FIU Unofficial Transcript** to the FIU Financial Aid Office, highlighting the applicable transferred course. **If you do not submit a copy of your FIU Unofficial Transcript within 30 days after the term has ended, your financial aid will be adjusted to your FIU enrollment alone and you will be placed on accounts receivable for the financial aid that you received.**

STUDENT INFORMATION & CERTIFICATION

Name: _____ Panther ID: _____ Term: ☐ Fall ☐ Spring ☐ Summer

Host Institution: ☐ Miami Dade College ☐ Broward College Academic Year: _____

By signing below, I certify that I am **not** receiving any financial assistance from my host institution, that I have read the steps to complete the Concurrent Enrollment Agreement, and have attached all necessary documentation. I understand that failure to follow these steps and to submit all appropriate documentation by the deadline will result in cancellation of the Concurrent Agreement.

Student Signature _____ Date _____

SUBMISSION INSTRUCTIONS

1) Login to your my.fiu.edu account
2) Click on the *Student Tools* tile
3) Click on the *Document Upload* tile
4) Select the **department name**, **form name**, and aid year from the drop-down menu
5) Attach any supporting documentation
6) Submit