Checklist for taking classes at another school:

1. Enroll as a transient student at the Host Institution.
2. Enroll in classes at the Host Institution.
3. Print off class schedule and complete the concurrent enrollment form.

Concurrent Enrollment Form:

1. Complete Section A:
   - Host institution contact information
   - Host institution class schedule
   - READ concurrent enrollment rules and sign that you agree to the rules
2. Turn the concurrent enrollment form into the UTM Records Office to complete Section B.
3. Once the UTM Records Office has returned the form you will need to send the form to the host institution to complete Section C.
4. The host institution will complete the form and then return the form to the UTM financial aid office and we will issue your aid.
Concurrent Enrollment Form

Section A: Student Information and Certification: To be completed by the student. Complete section A and submit to the UTM Records Office, with copies of the Host Institution’s course descriptions.

HOME Institution: The University of Tennessee at Martin, Martin, TN 38238

Host Institution: ___________________________ City/State ___________________________

Host Financial Aid Administrator (FAA) Name: __________________________________________

FAA Phone: (______)_________ FAA Email: ___________________ FAA Fax: (______)_________

This constitutes a financial aid consortium agreement between UT Martin (HOME Institution) and the HOST Institution.

STUDENT SECTION (please print)

Student Name: ___________________________ ___________________________ __________

LAST FIRST M.I.

UTM Student ID: ___________________________ Term: ___ Fall ___Summer ___Summer ___ Spring Aid Year: ____________

Student email address: ___________________________ Student phone: ___________________________

Course work to be completed at Host Institution for term and aid year specified above. You must complete a separate form for EACH semester.

<table>
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<tr>
<th>Name of Course</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Name of Course</th>
<th>Course Number</th>
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Term Beginning Dates ___________________________ Term Ending Dates ___________________________

1) I understand that this agreement is only for classes that are necessary for my program at UTM, and only for the courses specified above. I understand that I must satisfy all other requirements for graduation (see Records Office for specific requirements).

2) I understand that it is my responsibility to ensure that an academic transcript from the Host Institution representing work attempted under this Agreement is received by UTM in a timely manner. Without a transfer transcript on file, aid for future terms will not be available.

3) I understand that the transferred consortium credit hours will not reflect in my UTM institutional GPA, but will be reflected in my: TELS GPA (HOPE recipients); b) overall UTM GPA; c) calculation of Satisfactory Academic Progress (SAP) for financial aid at UTM. Failure to maintain SAP will result in the loss of financial aid eligibility.

4) I understand that I am responsible for the payment of any and all educational costs incurred at the Host School.

5) I understand that if I drop credit hours or withdraw completely from UTM or the Host School during the term specified, I could be required to repay any financial aid disbursed through UTM as a result of this agreement.

6) I understand that the Concurrent Enrollment form MUST be completed and submitted to the UTM Financial Aid Office before the last day of the term at UTM, otherwise this request is null and void. I understand that it is my responsibility to submit this form to the Host Institution at least six weeks prior to the end of UTM’s semester. I understand that this form will be returned to me by the UTM Records Office, and that it is my responsibility to submit it to the Host Institution in a timely manner. The Host Institution will return the form to the UTM Financial Aid Office once it has been completed.

7) I understand that if I am not concurrently enrolled at UTM, my lottery award amount will be paid based on the Host Institution’s award amount.

Student Signature: ___________________________________________ Date: ________________
Student Name: ________________________ UTM ID: ________________________

Section B: UTM academic certification of classes to be taken at HOST Institution: *To be completed by the Records Office.*

I certify that the approved classes this student proposes to take as a transient student at the HOST Institution will be transferable and will satisfy degree requirements at UTM as of signing date, or the classes are requirements to advance to degree-level courses at UTM as of signing date.

Records Office/Graduate School Signature          Printed Name          Date

Section C. Financial Aid Agreements-UTM & Host Institution: *To be completed by Host Institution’s Financial Aid Office.*

Student’s credit hours at Host Institution for the consortium term: __________  Semester Hours  __________ Quarter Hours

Student’s status is transient: Yes  No

Date Classes Begin: ___________________________ Date Classes End: ___________________________

Host Institution’s official last date to withdraw without penalty: ___________________________

Cost of Attendance for the term listed in this agreement:

Tuition & Fees: ___________________________ Books & Supplies: ___________________________

Room & Board: ___________________________ Transportation: ___________________________

Personal Expenses: ___________________________ Other: ___________________________

Total Cost of Education: ___________________________

**UTM and the Host Institution agree to the following:**

1) The University of Tennessee at Martin (UTM) certifies that the student is enrolled in a degree program at UTM and is maintaining Satisfactory Academic Progress. The credits earned at the Host Institution are transferable to UTM.

2) UTM will award and disburse Title IV financial aid to the student for the term specified, in accordance with Title IV guidelines.

3) The Host Institution agrees not to provide federal or state financial aid for the above named student during the specified consortium term.

4) The Host Institution agrees to return this completed form to the UTM Financial Aid Office for processing.

5) The Host Institution agrees to notify the UTM Financial Aid Office immediately of any change in the enrollment status of the above named student during the specified consortium term.

Host Financial Aid Administrator Signature          Printed Name          Date

Printed Name (Host administrator)          Email Address (host)          Telephone Fax

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For The University of Tennessee at Martin Use

UT Martin Hours     __________
Visiting Inst. Hours __________
Total Hours         __________

Term:  ___ Fall  ___ Spring  ___ Summer  Year __________

Financial Aid Representative          Date