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**Section III – to be completed by the Financial Aid Office at the Host Institution**

**Important:** Please attach a copy of the student’s course registration at the Host Institution.

Enrollment Period at host institution (month/day/year): from \_\_\_\_\_ to \_\_\_\_\_

Total Number Hours Enrolled at host institution: \_\_\_\_\_ credit hrs

Circle One:      Quarter Hours                  Semester Hours

Cost of Attendance at Host Institution:

Tuition and Fees	\$ _____
Room and Board	\$ _____
Books and Supplies	\$ _____
Transportation	\$ _____
Miscellaneous	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**Host Institution agrees to:**

1. Complete and sign this agreement form and mail/fax it to SSU with student’s course registration.
2. Not award any federal, state, institutional, or private aid during the time the student is dual enrolled.
3. Notify SSU of the date student withdraws or drops any hours reported in Section III of this Agreement form.
4. Accept payment from the student.

\_\_\_\_\_

Signature of Financial Aid Representative at Host Institution

\_\_\_\_\_  
Typed/Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Host Institution

\_\_\_\_\_  
Fax

**Please return this form to:**

**Shawnee State University  
 Financial Aid Office  
 940 Second Street  
 Portsmouth, OH 45662  
 740-351-4357  
 740-351-3435 fax**

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**Section IV – to be completed by Shawnee State University’s Financial Aid Office**

Enrollment Period at SSU (month/day/year): from \_\_\_\_\_ to \_\_\_\_\_

Total Number Hours Enrolled at: SSU \_\_\_\_\_ credit hrs Host Institution \_\_\_\_\_ credit hrs

	Cost of Attendance at SSU	Cost of Attendance at Host Institution	Cost of Attendance Combined total
Tuition and Fees	\$ _____	\$ _____	\$ _____
Room and Board	\$ _____	\$ _____	\$ _____
Books and Supplies	\$ _____	\$ _____	\$ _____
Transportation	\$ _____	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____

**Shawnee State University agrees to:**

1. Consider the student enrolled in as a degree seeking student at SSU and a transient student at host institution.
2. Determine eligibility for financial aid based on the Cost of Attendance at both SSU and the host institution, if applicable.
3. Process all aid for which the student is eligible.
4. Maintain all financial aid records.
5. Disburse aid according to SSU’s disbursement schedule.
6. Verify and monitor enrollment.
7. Monitor Satisfactory Progress.
8. Calculate Title IV program refund, if applicable.

\_\_\_\_\_  
SSU’s Financial Aid Representative

\_\_\_\_\_  
Date

Charlotte Hardy, Assistant Director, Compliance and Student Loans  
Typed/Printed Name and Title

740-351-3548  
Phone

chardy@shawnee.edu  
Email Address