

PROCESSING INSTRUCTIONS FOR TRANSIENT STUDENTS

A Transient Student:

1. Has been admitted to a degree seeking program at Georgia Regents University (HOME institution).
2. Has historically attended GRU as his or her primary institution of higher education.
3. Is scheduled to receive financial aid from ASU.
4. For a particular term (or terms), wishes to attend another HOST institution as a transient student and receive federal financial aid from ASU under a Consortium Agreement and/or receive the HOPE or Zell Miller Scholarship if attending another HOPE eligible institution.

Below are the steps that must be followed in order to receive your financial aid as a transient student:

1. Read, initial and sign the attached Statement of Intent for Transient Study form. It is strongly advised that you make a copy of this document for your own records.
2. Return the **Statement of Intent for Transient Study** form to the ASU Office of Student Financial Aid along with the items listed below. Please do NOT submit the Statement of Intent for Transient Study without ALL of the items listed. Incomplete documentation will be returned to the student unprocessed.
 - *A copy of your completed **Request for Transient Status** documenting approval by the ASU Registrar's Office. This form may be obtained in the Registrar's Office or online at the Registrar's Office website.*
 - *A copy of your **class schedule from the HOST Institution**.*
3. Upon receipt of the above (3) items and assuming the student meets the qualifying criteria to receive federal financial aid for consortium study, the ASU OSFA will send the HOST institution a Consortium Agreement. For HOPE/Zell Miller Scholarship recipients, we will process the HOPE Transient Certificate online once eligibility is confirmed.
4. After the end of the add/drop or schedule adjustment period at the HOST institution, a financial aid office representative from the HOST institution will complete and sign the Consortium Agreement and send it back to the ASU OSFA.
5. Upon receipt of the Consortium Agreement and enrollment verification from the HOST institution, the ASU OSFA will process and disburse your financial aid.

PLEASE NOTE: **Most HOST institutions will require you to pay their tuition and fees out of pocket.** You will be reimbursed (if eligible) by your financial aid award. The combined hours of enrollment (between both HOME and HOST institutions) and type of financial aid award determine the amount your federal financial aid award. Your award may or may not be increased based on your enrollment at the HOST institution. HOPE is awarded at each institution based on the number of hours attempted at that institution, not to exceed a total of 15 hours.

STATEMENT OF INTENT FOR CONSORTIUM STUDY

Student Name (Printed) _____

Student ID # _____

GRU Email Address _____

Please indicate the term and year for which you are requesting Transient Study:

Fall 2013 Spring 2014 Summer 2014

Will you also attend GRU during the semester indicated above? ___YES ___NO: How many hours? _____

Indicate if you receive any of the following types of aid: Pell Grant Loans HOPE/Zell

Name of HOST Institution: _____

HOST Financial Aid Office Contact Information: (Must be provided by student)

Street Address _____

Phone Number _____

Building/Room Number _____

Fax Number _____

City, State, Zip _____

Terms and Conditions of Transient Study

Please read and initial each item to signify that you understand and comply with each criteria.

- ___ I am a degree-seeking student at GRU.
- ___ I am registered for the approved courses appearing on the attached Request for Transient Permission.
- ___ I understand that I am required to pay tuition and fees for the HOST institution out of pocket. (Exceptions may apply for HOPE recipients attending another HOPE eligible institution.
- ___ I understand that in order to receive financial aid for enrollment at the HOST institution and/or GRU, I MUST be making Satisfactory Academic Progress (policy available at <http://www.gru.edu/finaid/brochuresforms.php>).
- ___ I understand that I am responsible for ensuring the HOST institution sends my official transcript to the GRU Registrar's Office upon completion of the consortium period.
- ___ I understand that "holds" may be placed on my account should the Registrar's Office NOT receive my transcript from the HOST institution. These holds may prevent me from registering for and/or receiving financial aid for subsequent semesters at GRU.
- ___ I understand that I may be required to repay certain financial aid awards should I drop or withdraw from my courses at the HOST institution (or GRU).
- ___ I have carefully read the Processing Instructions for Transient Students on the first page of this packet.
- ___ I am returning this form along with a copy of my completed Request for Transient Status and class schedule from the HOST institution.

Student Signature _____

Date _____