VISITING STUDENTS/CONSORTIUM AGREEMENTS

STUDENTS MATRICULATED AT SUNY NEW PALTZ VISITING ANOTHER COLLEGE:

** PLEASE NOTE: THESE GUIDELINES DO NOT APPLY TO STUDY ABROAD STUDENTS **

In addition to completing your FAFSA (& verification if applicable), you also need submit the following information:

1. **Cover Note:** Including your name, social security number, and a statement letting us know the number of credits you will be taking at New Paltz and the number of credits you will be taking at the other college (include school name and address).

2. **Copy of Transfer of Credit Form:** (available from the Office of Records & Registration at New Paltz) signed and dated by your New Paltz Advisor. This is necessary to show that credits are applicable to your degree at New Paltz.

3. **Copy of Bill:** from other college.

4. **Copy of Registration:** from other college showing course named and credit values.

5. **Completed Consortium Agreement:** This form must be completed by the Financial Office of the host college. It can be obtained from our website.

6. **Completed and Signed Authorization to Send Funds form:** If you would like the college to send funds to the host college, complete an Authorization to Send Funds form.

**NEW YORK STATE RESIDENTS:** If you are registered at another NY State college full time, and not taking any courses at New Paltz for the semester that you are enrolled at the other college, you will need to do a TAP change form to add the host college to your TAP application. In addition, you must attach a statement stating that you are in good academic standing according to the TAP academic progress standards. This statement can be provided to you by our Office of Student Accounts.

STUDENTS MATRICULATED AT ANOTHER COLLEGE ATTENDING SUNY NEW PALTZ:

1. It is important that you advise your home campus of your intention to be a visiting student. Contact the Financial Aid Office of your home campus and request that your application for financial aid to be reviewed as a visiting student. Ask to be advised of their policies regarding visiting students.

2. New York State residents: present your TAP certificate to the SUNY New Paltz Office of Student Accounts. A statement, usually obtained through your home campus’ Records/Registrar’s Office, needs to be attached. It should indicate that you are matriculated and in good academic standing, according to the TAP academic progress standards. Make sure that your TAP certificate lists SUNY New Paltz (if you are taking 12 or more credits at New Paltz). If your TAP certificate does not have New Paltz on it, you need to complete a TAP change form to add New Paltz.
CONSORTIUM AGREEMENT

As allowed in Part 668.19, Student Assistance General Provisions, and Part 690.8, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the State University of New York at New Paltz (the Home Institution) and ____________________________ (the Host Institution) for the purpose of providing federal financial assistance to the following student named below:

1. Name of Student _______________________________ 2. Social Security Number _______________________________
3. Address ________________________________________________________________________________________
4. Academic Period _______________________________ 5. Dates of Enrollment __________________________________________________________________________
6. This agreement applies to: PELL GRANT_____CAMPUS BASED AID_____ DIRECT LOAN________

TO BE COMPLETED BY THE HOST INSTITUTION:

7. Pell Grant cost of attendance for the academic year: ____________________________________________
8. Institutional budget for campus-based financial aid for the period of enrollment: __________________
9. Number of credits enrolled for: ________________________________________________________________
10. Dates of enrollment: _______________________________________________________________________

CERTIFICATION:

A. The Host Institution certifies that the above-referenced student is enrolled for the period of attendance in number five.
B. The Host Institution agrees that it will NOT pay the student a Pell Grant and/or any campus-based funds and that it will NOT certify a Direct Student Loan or a Direct Parent Loan during the period of attendance stipulated in number five. Further, the Host Institution agrees that, if aware, it will inform SUNY New Paltz if the student withdraws before the end of the period of attendance stipulated in number five.
C. SUNY New Paltz agrees to accept the credits earned at the Host Institution as approved in number nine.
D. SUNY New Paltz agrees to process aid for the programs indicated if eligible.
E. SUNY New Paltz agrees to monitor the student’s program pursuit and satisfactory academic progress and to be responsible for disbursing funds and for administering the appropriate refund policy.

SUNY NEW PALTZ: HOST INSTITUTION:

Signature _______________________________ Signature ______________________________
Title ___________________________________ Title __________________________________
Date ___________________________________ Date __________________________________