



AU Student Studying Elsewhere
Consortium Agreement

Dear AU Student:

This information is designed to assist you in your pursuit of your academic program outside of AU. Our office is available to assist you in the process of funding this study. Please carefully follow this packet as it offers comprehensive guidance in the financial aid process.

The school you have chosen to attend must be willing to enter this Consortium Agreement in order for you to continue to receive federal assistance from AU. If the school is unwilling to do so, we cannot award you assistance for this program of study. Your application for aid cannot be processed until the signed agreement is received by AU.

During your study away from AU, you are not eligible to receive AU grant and/or scholarship funds. Additionally, your aid package may be reduced as a result of cost differences between AU and the second institution.

AU will review your eligibility for Federal Pell Grant, Federal Direct Student Loan (subsidized and/or unsubsidized), Federal Parent Loan (PLUS), and most outside loan/resource programs.

For your convenience, we have provided a checklist of materials that you will need to have on file at AU. **You are strongly encouraged to ensure that all required processes are completed at least one month prior to beginning your study elsewhere.** If you should have questions or need additional information, please feel free to contact the AU Central Office at 202-885-8000.

Sincerely,

Brian Lee Sang
Director of Financial Aid

enclosures: AU Student Studying Elsewhere Checklist
 AU Student Studying Elsewhere Host School Cover Letter
 AU Student Studying Elsewhere Consortium Agreement



AU Student Studying Elsewhere Consortium Agreement Checklist

You must have the following items on file or processes completed to receive financial aid from American University while studying elsewhere. **You are strongly encouraged to ensure that all required processes are completed at least one month prior to beginning your study at AMERICAN UNIVERSITY.**

- _____ 1. **AU Student Studying Elsewhere Consortium Agreement**
- _____ 2. **2015-2016 Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA**
You may file electronically on the web at www.fafsa.ed.gov.
Note: American University's Title IV code is 001434.
- _____ 3. **Loan Applications** The FASFA/Renewal FAFSA is the application for the Federal grants and Federal Direct Subsidized/Unsubsidized Loans. No other application is required. Students seeking to also receive the Federal Direct PLUS Loan must submit a PLUS application with the lender online at www.studentloans.gov.
- _____ 4. **Any federal verification required documents as requested by AU Financial Aid**
- _____ 5. **Update Address Information:** Please verify via your student portal that AU has valid address information as Financial Aid will be using this to contact you.
- _____ 6. **Refund Request Form:** Please complete this form with Student Accounts via your student portal in order that your funds may be appropriately disbursed/refunded. Refunds of credit balances will be issued to the student. It is your responsibility to satisfy all charges at your Host Institution.
- _____ 7. **Permit To Study:** Undergraduates must submit a Permit to Study which can be obtained from your academic department at American University. You can only receive financial aid for courses that will be accepted on your Permit to Study for transfer to your program at American University.

It is recommended that you identify yourself as intending to study elsewhere in all correspondence to ensure efficiency and accuracy in processing your aid.

Dear Host School Financial Aid Administrator:

An American University student will be attending your school as a visiting student.

To allow us to certify loan applications and/or process a Federal Pell Grant for the student, please complete the enclosed AU Student Studying Elsewhere Consortium Agreement and return it to us as soon as possible at the following address:

American University
Financial Aid Office
4400 Massachusetts Avenue, NW
Washington, DC 20016-8001
FAX: 202-885-6064

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please feel free to contact our staff directly at 202-885-8000.

Sincerely,

Brian Lee Sang
Director of Financial Aid

Enclosure: AU Student Studying Elsewhere Consortium Agreement

**AU Student Studying Elsewhere
Consortium Agreement**

with

Host School of Student

Address of Host School: _____

Student Name (print) _____ Student SSN _____

Student Statement – to be completed by student

a) Permanent Address:

b) Address while at Host School:

Telephone: _____

Telephone: _____

Term of Enrollment: ___ Fall ___ Spring ___ Summer

Academic Year (ex: 2015-2016) _____ - _____

Courses of Study at Host School: _____

By my signature below, I confirm I have obtained the appropriate Permit to Study for the courses indicated above which will be transferred back toward my degree program at AMERICAN UNIVERSITY. I agree that I will immediately notify AMERICAN UNIVERSITY if my enrollment plans change or if I drop or withdraw from courses at the Host Institution after they have begun. I have read, understood and accepted all terms and provisions of the AMERICAN UNIVERSITY Student Studying Elsewhere Consortium Agreement.

Student Signature: _____

Date: _____

Student Name: _____

Student SSN: _____

Host School Financial Aid Office Statement

The Host School agrees that all federal financial aid and private student loans shall be processed by American University. If the Host School does intend to grant any non federal scholarship or grant awards for this student, please indicate below and provide written explanation of awards:

Award Type	Amount	Award Type	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Please provide the standard allowances for Cost of Attendance used by the Host Institution for the applicable term(s):

Tuition	\$ _____	Books/Supplies	\$ _____
Fees	\$ _____	Transportation	\$ _____
Room	\$ _____	Personal	\$ _____
Board	\$ _____	TOTAL	\$ _____

Term of Enrollment at Host Institution: _____

Total Number of Credits Enrolled: _____

Certification that student is enrolled for the courses listed on page 1 of this agreement: ___ Yes

 Authorized Signature
 of Host Institution
 Financial Aid Officer _____

Printed Name and Title _____

Date _____

By signature of authorized officials, it is hereby agreed that, upon enrollment of the student named above at the Host Institution for the term and courses recorded above, AU shall administer all financial aid for the student during his/her period of enrollment at the Host Institution, while a degree seeking student at AU. It is further agreed that the Host Institution will not process any financial aid for the student. The Host Institution agrees to notify the AU Financial Aid Office in the event of any change in the student's enrollment status. The Host institution understands that all financial aid awarded to the student will be applied to the student's account at AU and any credit balance will be refunded directly to the student. The student is solely responsible for satisfying charges incurred while enrolled at the Host Institution. Should the student completely withdraw from the Host Institution, the Host Institution will promptly notify AU and will coordinate with AU regarding any necessary return of Title IV funds. AU will monitor satisfactory academic progress (SAP) standards in accordance with AU standard SAP procedures.