



PRINCE GEORGES
COMMUNITY COLLEGE

Financial Aid Authorization for Courses at Other Colleges or Universities

You may only receive federal loans or grants from one college or university per semester. If you will be attending PGCC and a 4-year college or university, **in most cases you must request all your financial aid from the 4-year college or university.** First, ask a representative from the 4-year institution to process their financial aid based on your combined enrollment at their college or university and PGCC. If you are not pursuing a degree there, complete the process below.

Each type of financial aid requires a minimum number of credits per semester or term. For example, most loans require 6 credits per semester and most grants require at least 12 credits per semester. If you won't have enough credits at PGCC to receive your full financial aid awards, we may be able to disburse your aid based on your combined credits at PGCC and another college or university. You must be a degree-seeking student at PGCC, and PGCC must agree to accept the other college or university's courses and apply them toward your degree.

To begin this process, COMPLETE and initial each of the following steps:

- ___1. Complete the regular financial aid application process.
- ___2. **Meet with an advisor to review the courses that I plan to take and sign a transfer evaluation form.**
To receive your aid at the beginning of the semester, you must meet with an advisor at least 30 days before the semester starts.
- ___3. **Register for the approved courses at the host college or university.**
- ___4. **Submit payment to the host college or university.** We will NOT forward any payments to your host college or university. After it's too late for you to drop your classes at both institutions, we will apply all your aid toward your PGCC charges. If your total aid exceeds your PGCC charges, we will process your refund. Many colleges or universities will insist that you pay them first and then use any refund from PGCC as a reimbursement to yourself. Some host colleges or universities will agree to postpone their payment requirements until you receive your refund from PGCC. Check the policy at your host college or university.
- ___5. We will send the host college or university a "Consortium Agreement" (a financial aid contract). You don't need to sign that agreement. Once they confirm your enrollment and return the agreement to us, you will be eligible to receive aid from us for the approved course(s).
- ___6. **Sign the following statement:**

I agree to promptly notify PGCC if I withdraw from any of the host college or university courses before their conclusion. I also agree to ask the host college or university to send an academic transcript to PGCC after I finish the course.

I will complete a transfer evaluation form when meeting with an advisor at PGCC.

I understand that:

- PGCC can only approve aid for courses that are transferrable to PGCC and that are required to complete my PGCC degree program or my aid eligible PGCC certificate program.
- I am responsible for paying all charges to the host institution by **their** due date.

Student Signature: _____

Date: _____

Printed Name: _____

Student ID: _____

Phone: _____ E-mail address: _____

Name of Other College or university: _____ Semester _____

PGCC Credits _____ Other college or university credits _____

If you have any questions, please call PGCC Financial Aid Office at 301-322-0822.



PRINCE GEORGES
COMMUNITY COLLEGE

Consortium Agreement

To Host College or university:

From Home College or
university:

Office of Student Financial Aid
Prince George's Community College
301 Largo Road
Largo, MD 20774-2199

Date: _____

Student: _____ SSN: _____ Term: _____

This student is seeking a degree or certificate from Prince George's Community College (PGCC) and plans to enroll at the host institution listed above. This Consortium Agreement will allow PGCC to disburse financial aid based on the student's combined enrollment at both institutions. PGCC is responsible for determining eligibility and awards, disbursing aid, monitoring academic progress, keeping records, returning funds, and federal reporting requirements. After all PGCC charges are paid, PGCC will disburse any excess aid to the student. **The student is responsible for using any refund(s) to pay the charges at the host institution.**

The host institution agrees to complete this form, to confirm enrollment, **to inform PGCC if the student withdraws from these courses**, and to not give the student any Title IV aid during this enrollment period.

Host Institution Section:

Enrollment Period: From _____ to _____ **Tuition & Fees:** \$ _____
(month/day/year) (month/day/year) **Books & Supplies:** \$ _____
Host Institution Aid for this term: \$ _____

Name of Course (OR Attach Schedule)	Course Number	Last Day to "Drop"	Last Day to "Withdraw"	Number of Credits	PGCC ONLY
					Approved Credits
Total Credits:					

	<u>Host Institution</u>	<u>Prince George's Community College</u>
Printed Name	_____	_____
Title:	_____	_____
Authorized Signature:	_____	_____
Date:	_____	_____
Fax Number:	_____	301-322-0559
Telephone Number or E-mail:	_____	301-322-0822 / finaid@PGCC.edu