

# INSTRUCTIONS for STUDENTS REQUESTING RETENTION of FINANCIAL AID WHILE ENROLLED at ANOTHER INSTITUTION

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

I plan to attend \_\_\_\_\_ for the \_\_\_\_\_ Semester.

I will register for \_\_\_\_\_ credits at the visited institution, and \_\_\_\_\_ credits at MSU.

Institution address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## What you must know:

- 1) If you register for 12 or more credits for the above semester as an undergraduate, or 9 or more credits for the above semester as a graduate student at Montclair State University, you do not need to complete this form.
- 2) As a visiting student Federal aid only will be processed. Based on current State Grant guidelines, we may not be able to process state aid (TAG, EOF,DSN), unless you are enrolled as a full-time student at Montclair State.
- 3) In order to receive any financial aid from Montclair State while you are visiting at another institution, you must be certain that the institution you plan to visit will sign the required "Consortium Agreement," which this office will mail them once we receive your completed documents..
- 4) Undergraduate students must attach a copy of the Montclair State "Request for Work at Another Institution" form, and the Graduate students must attach a copy of the "Application to Take Course(s) at Another Institution" form. (The Undergraduate form is found in the Registrar's Office: the Graduate form is found in the Graduate Office. All appropriate signatures are required before we can process the request for the consortium).
- 5) You must attach a copy of your Bill and/ or Registration Confirmation at the other institution.
- 6) Your eligibility for aid will be reviewed after all the documents are received by this office.
- 7) You must make the necessary arrangements to pay the bill with the visited institution. Our Bursar's Office does not remit payment to the visited institution. In most cases you will receive the financial aid, if you are eligible, after you have paid the bill.
- 8) Please return this form, the "Permission to Register Form," and a copy of the Registration Confirmation or Bill from the school you are attending, to this Financial Aid Office.

Once this Financial Aid Office has received documentation from you, and a signed agreement from the other school, you will be registered for Credit Hours at MSU (No Charges).

It will be your responsibility to advise this office if you do not complete the class at the other institution.

Return: **This Form**---the **MSU "Permission to Register" Form**---**Copy of the Bill &/Or -Registration from the Visited School**, to the Office of Financial Aid, College Hall Room 208.

Sign below to indicate you understand the terms of this arrangement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Keep a copy of all documents for your records.