

Office Use Only:
CONSOR
Status _____

MONTCLAIR STATE UNIVERSITY

Submit all documents directly to
Neha Shah as a scanned email to:
darjin@mail.montclair.edu

Undergraduate Consortium Agreement (to maintain Financial Aid funding while enrolled at Another Institution)

If you register for 12 or more credits as an undergraduate student at Montclair State University for the semester listed below, you do not need to complete this form. Graduate students must speak to the Graduate School.

Student Name _____	Student ID# _____
Semester you plan to co-enroll: Fall 20 _____	Spring 20 _____ Summer 20 _____
Other Institution Name _____	
Other Institution Address _____	
Credits to be taken at Other Institution _____ Credits at Montclair _____	

Important Items:

- Only Federal aid will be processed if you are visiting another institution. NJHESAA regulations do not permit Montclair to disburse state grant funds (TAG, EOF, GSG, NJ Stars) unless the student is registered full-time at Montclair.
- In order to receive any financial aid funds from Montclair while under a consortium agreement, the other institution must be willing to sign the required agreement. We will mail this directly to the other institution when your consortium application is complete:
 - The Request for Work at Another Institution must be completed by the Registrar's Office and attached to this form
 - Your Bill and/or Registration Confirmation from the other institution must be attached
- Your aid eligibility will be reviewed **after** all documents are submitted.
- You are responsible for paying your bill at the other institution. Montclair will not send any payments to another institution. In most cases, you will receive your aid from Montclair after you pay the other school.
- Once the Montclair Financial Aid Office receives all necessary documentation from you and a signed agreement from the other school, you will be registered for Credit Hours at Montclair (no charges).
- You must ensure that an official transcript from the other institution is sent to the Montclair Office of the Registrar within 30 days of the end of the term in order to keep your financial aid. Failure to do this may result in the cancellation of some/all of your aid.

It is your responsibility to advise this office if you do not complete the class(es) at the other institution.

Return: **this Form, Copy of the Bill and/or Registration from the Other Institution** to the Financial Aid Office per instructions above. Do not submit this form until you have gotten the appropriate approvals.

I hereby understand and agree to all the requirements listed above:

Signature

Date