

Concurrent Enrollment Form

A CONCURRENT ENROLLMENT FORM is an agreement between Morehead State University and another school in order to provide financial aid to a student based on the total number of hours for which the student is enrolled at all schools.

The school at which the student expects to receive their degree is considered the "home" school and the other school(s) is considered the "visiting" school(s).

The home school is responsible for determining eligibility and disbursing the financial aid to the student. Financial aid is awarded based on the cost of both schools.

The visiting school is responsible for certifying the number of hours in which the student is enrolled. The visiting school's **Registrar** must complete the CONCURRENT ENROLLMENT FORM and must notify the home school of any change in the student's enrollment status.

A CONCURRENT ENROLLMENT FORM must be completed for each period of enrollment (semester or summer term). A student cannot receive aid from more than one school during each period of enrollment.

The student should take the following steps:

1. You must inform MSU of your intent to attend more than one school, and obtain a "Concurrent Enrollment Form."
2. You must complete the student section of the agreement, have your MSU advisor complete the advisor section of the agreement, and then take the agreement to the visiting school for verification of enrollment.
3. It is the student's responsibility to obtain all required signatures and to make sure that the completed form has been received by the MSU Financial Aid Office prior to the last day to add a full-term/semester class according to the official academic calendar.
4. **Incomplete forms will NOT be processed.**
5. You must meet all other eligibility requirements as regular students.
6. You must have on file in our office the results of your Free Application for Federal Student Aid (FAFSA), MSU Personal Data Sheet, and any other required form to constitute a complete file.
7. Your verification must be completed, if applicable, prior to the disbursement of funds.
8. **To be considered for Title IV aid purposes, this form must be completed and received by the MSU Office of Financial Aid prior to the last day to add a full-term/semester class according to the official academic calendar.**

Students are responsible for paying their fees at the "visiting institution" in accordance with any agreement for payment of fees. Students may receive funds directly from the "home institution" that are intended for payment of fees at the "visiting institution".

CONCURRENT ENROLLMENT FORM

STUDENT SECTION: (To be completed by the student.) MSU Student ID#: _____

Name: _____ SS#: _____
Last First MI

Phone #: _____

MSU Information (Home Institution)

Major: _____ Degree Being Sought: _____

Academic Advisor Name: _____
(type or print name)

I plan to take the following course(s) at _____ as a visiting student.
(Name of College/University)

Dept Course #:	Name of Course:	Credit Hours:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Term: ___ Fall ___ Spring ___ Summer I ___ Summer II Year _____

NOTE: You must complete a separate form for each semester/term.

Student's Signature: _____ Date: _____

ADVISOR SECTION: (To be completed by student's MSU advisor or Extended-Campus Center Director.)

I certify that the course(s) listed above are fully creditable toward the student's degree at MSU.

Name (type or print) Signature of MSU Advisor Date

VISITING INSTITUTION SECTION: (To be completed by the **REGISTRAR** of school you are visiting.)

I certify that the above named student has registered for the course(s) listed above. If this student's enrollment status changes, I agree to contact Morehead State University of the change as it occurs. If the student were enrolled on a **full-time basis for a full academic year**, the actual tuition and fees charged to the student would be \$_____.

Signature of REGISTRAR Date

Please return completed form to: Office of Enrollment Services
100 Admissions Center
Morehead State University
Morehead, KY 40351

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