

## **Checklist for taking classes at another school:**

- 1. Enroll as a transient student at the Host Institution.**
- 2. Enroll in classes at the Host Institution.**
- 3. Print off class schedule and complete the concurrent enrollment form.**

## **Concurrent Enrollment Form:**

- 1. Complete Section A:**
  - Host institution contact information**
  - Host institution class schedule**
  - READ concurrent enrollment rules and sign that you agree to the rules**
- 2. UTM Records Office will complete Section B.**
- 3. Once the UTM Records Office has verified your classes they will return the form to the UTM Financial Aid Office and we will send your consortium agreement to the host institution to complete section C.**
- 4. The host institution will complete the form and then return the form to the UTM Financial Aid Office and we will issue your aid.**

**PLEASE NOTE – you will have to pay the host schools fees/tuition out of pocket and then your financial aid from UTM will reimburse you the cost.**



**Student Name:** \_\_\_\_\_ **UTM ID:** \_\_\_\_\_

**Section B: UTM academic certification of classes to be taken at HOST Institution: *To be completed by the Records Office.***

I certify that the approved classes this student proposes to take as a transient student at the HOST Institution will be transferable and will satisfy degree requirements at UTM as of signing date, or the classes are requirements to advance to degree-level courses at UTM as of signing date.

\_\_\_\_\_  
**Records Office/Graduate School Signature                      Printed Name                      Date**

**Section C. Financial Aid Agreements-UTM & Host Institution: *To be completed by Host Institution's Financial Aid Office.***

Student's credit hours at Host Institution for the consortium term: \_\_\_\_\_ Semester Hours    \_\_\_\_\_ Quarter Hours

Student's status is transient            Yes            No

Date Classes Begin: \_\_\_\_\_ Date Classes End: \_\_\_\_\_

Host Institution's official last date to withdraw without penalty: \_\_\_\_\_

Cost of Attendance for the term listed in this agreement:

Tuition & Fees: \_\_\_\_\_ Books & Supplies: \_\_\_\_\_

Room & Board: \_\_\_\_\_ Transportation: \_\_\_\_\_

Personal Expenses: \_\_\_\_\_ Other: \_\_\_\_\_

Total Cost of Education: \_\_\_\_\_

**UTM and the Host Institution agree to the following:**

- 1) The University of Tennessee at Martin (UTM) certifies that the student is enrolled in a degree program at UTM and is maintaining Satisfactory Academic Progress. The credits earned at the Host Institution are transferrable to UTM.
- 2) UTM will award and disburse Title IV financial aid to the student for the term specified, in accordance with Title IV guidelines.
- 3) The Host Institution agrees not to provide federal or state financial aid for the above named student during the specified consortium term.
- 4) The Host Institution agrees to return this completed form to the UTM Financial Aid Office for processing.
- 5) The Host Institution agrees to notify the UTM Financial Aid Office immediately of any change in the enrollment status of the above named student during the specified consortium term.

\_\_\_\_\_  
**Host Financial Aid Administrator Signature                      Printed Name                      Date**

\_\_\_\_\_  
**Printed Name (Host administrator)                      Email Address (host)                      Telephone Fax**

**For The University of Tennessee at Martin Use**

UT Martin Hours \_\_\_\_\_ Term: ( ) Fall ( ) Spring ( ) Summer Year \_\_\_\_\_  
 Visiting Inst. Hours \_\_\_\_\_  
 Total Hours \_\_\_\_\_  
 \_\_\_\_\_  
 Financial Aid Representative                      Date