

FINANCIAL AID CONSORTIUM AGREEMENT (CA) Student Checklist

Financial Aid Consortium Agreement is a contract between two colleges that recognizes simultaneous registration and combines credit hours for federal financial aid purposes. The **CA** exists between you as a Citadel student, The Citadel Registrar, the registrar of a Host Institution and The Citadel Office of Financial Aid. Having a completed and approved **CA** grants you permission to enroll in courses at a Host Institution and to transfer those completed credits back toward your degree program at The Citadel. This contract provides for full consideration of federal aid eligibility.

- The **CA** is good for one semester at a time and paperwork must be submitted in advance of each semester.*
- The **CA** certifies one institution as the “Host Institution” and the other as the “Home Institution.” The Citadel is your Home Institution if you are fully enrolled here to earn a degree. The Host Institution is where you temporarily take courses to earn credits for transfer back to The Citadel.
- A **CA** is comprised of three forms that must be completed, signed, submitted, and approved. Students with an approved **CA** are entitled to all federal financial aid eligibility during that corresponding semester.
- Repeating, dropping, or withdrawing from a course can adversely affect federal financial aid eligibility in a current or future term. Federal aid only pays for one repeat of a passed course. Course credit load adjustments may result in financial aid adjustments. Students may have limited eligibility when adding classes and may lose all/partial eligibility when reducing hours.
- Per federal and state regulations, The Citadel is required to monitor each student for Satisfactory Academic Progress (SAP). SAP includes all courses approved through the **CA**. Please review The Citadel’s SAP policy on The Citadel Office of Financial Aid webpage (under “General Financial Aid”). **NOTE:** An official Host Institution academic transcript must be forwarded to The Citadel Registrar’s Office immediately at the close of each academic term or academic year that you are enrolled.

* Please complete all paperwork well in advance. Check with The Citadel Office of Financial Aid early to be certain that your requirements have been satisfied. It is important to meet all payment deadlines. Be certain to contact The Citadel Office of Financial Aid, to confirm that your **CA** has been approved and your federal financial aid is awarded in a timely manner.

CHECKLIST

- _____ 1). **Registrar Permission:** Meet with your advisor to complete [The Citadel Transient Permission Form](#). Please upload, fax or email a copy of the completed form to The Office of Financial Aid before completing steps 2 and 3.
- _____ 2). **Budget Worksheet:** This form must be authorized by The Citadel Financial Aid Office and then submitted to the Host Institution financial aid office. The student is responsible to be certain that the authorized form is completed by the Host Institution and returned to The Citadel Office of Financial Aid,
- _____ 3). **Enrollment Certification:** *After the first day of classes, at the Host Institution,* this form must be completed and signed by the Host Institution and submitted back to The Citadel. The student is responsible to be certain that the authorized form has been returned to The Citadel Office of Financial Aid.

NOTE: Federal regulations prohibit The Citadel from disbursing financial aid funds before attendance begins in the study abroad program. Once The Citadel Office of Financial Aid receives all required documents, funds will be disbursed to your Citadel account. Refund checks are mailed to your permanent address or direct deposited into your bank account on file. You are responsible to meet all Host Institution payment deadlines. The Citadel does not transfer funds to your Host Institution.