



Financial Aid Consortium Agreement and Campus Requirements

I. Purpose

All State University of New York (SUNY) campus(es), which are fully accredited and eligible to participate in the federal Title IV and New York State financial aid programs, hereby enter into formal agreement whereby any student who is matriculated and enrolled or accepted for enrollment at any SUNY campus bound by this agreement may register for academic credit with any other SUNY campus(es) and have the combined credits considered for financial aid, providing that the courses are applicable and transferable to the student's academic program or degree.

The Financial Aid Consortium Agreement establishes a university-wide financial aid consortium that enables any SUNY student who is eligible for aid, matriculated in an eligible program, and enrolled at any SUNY campus within the Consortium, to register for academic credit with any other SUNY campus(es) within the Consortium, and combine the program-applicable credits for financial aid purposes.

SUNY system administration, as well as the campuses, shall make this information regarding this policy available to all enrolled and prospective students.

II. Definitions

- a. The campus where the student is matriculated will be referred to as the Home Campus, and any other campus(es) where a student is registering will be known as the Host Campus(es).
- b. The Home Campus agrees to accept the credits earned at the Host Campus(es), provided such credits meet the requirements of the student degree program at their Home Campus and are applicable to the student's degree requirements.
- c. The Home Campus also agrees to award the student financial aid based on the combined enrollment of Home Campus and Host Campus(es) credits, and to monitor the student's aid eligibility.
- d. The Host Campus(es) must notify the Home Campus regarding all costs associated with tuition and fees, as well as any changes pertaining to enrollment status, within 30 business days of the occurrence.

III. Eligibility

Any SUNY student matriculated in undergraduate, graduate or certificate programs may participate in this agreement. Additional requirements for cross registration are outlined in the July 19, 2017 [Cross Registration Memorandum to Presidents, Vol. 17, No. 1](#).

IV. Procedural Guidelines for the Student and the Home Campus

a. Student responsibilities

- i. It is the student's responsibility to ensure that the Cross Registration electronic application, which includes the SUNY Financial Aid Consortium Application to Participate, is completed, including obtaining the necessary approval/signatures from the student's academic advisor/Registrar's office and Financial Aid office at the Home Campus, and including, but not limited to the Student Accounts/Financial Aid office at the Host Campus(es).
- ii. It is the student's responsibility to monitor the percentage of credits completed at Host Campus(es). Many campuses have placed limits on awarding degrees to students who complete more than a given portion of their degree program outside of the Home Campus, and it is the responsibility of students to ensure that they complete the appropriate portion of their degree program at their Home Campus.
- iii. Any charges, as outlined in the [Memorandum to Presidents](#), Vol. 17 No. 1, accrued by the student at the Host Campus(es) that are not covered by the student's financial aid at their Home Campus must be paid by the student at the time stipulated by the Host Campus(es).
- iv. The student agrees to notify the Home Campus of any changes to enrollment at the Host Campus(es), and to notify all Host Campus(es) of any changes to their matriculation status at the Home Campus.

b. Home Campus Academic Advisor/Registrar responsibilities

- i. Verify that the credits that will be taken at the Host Campus(es) will be applicable and transferable to the student's degree program.
- ii. Provide detail on the acceptance of transferred grades at the Home Campus.
- iii. Inform the student of the Home Campus's policy regarding what percentage of a given program must be completed at the Home Campus, and calculate what percentage a student has earned at Home/Host Campuses at the time of advisement.

- iv. Award academic credit for the Host Campus(es) courses on the same basis it would award credit for its own courses.
 - v. Report the student's combined enrollment to the National Student Loan Database System, the National Student Clearinghouse, or any other agencies.
- c. Home Campus Financial Aid (or applicable) office

The Home Campus's Financial Aid office will be responsible for the following functions regarding Federal Title IV aid:

- i. Calculate and award the student's financial aid based on the sum of all of the approved credits that the student is registered for at the Home and Host Campuses.
- ii. Adjust the student's aid due to changes to enrollment and/or charges accrued.
- iii. Monitor the student's eligibility, including Satisfactory Academic Progress.
- iv. Maintain records at the Home Campus regarding eligibility and disbursement.
- v. Recalculate the eligibility for federal Title IV funds in the event of withdrawal or failure to start any course at the Home or Host Campus(es) and notifying the student of any aid adjustments.
- vi. Establish a total cost of attendance ensuring that no expenses are duplicated.
- vii. Use the same cost of attendance and estimated financial aid to award all federal Title IV aid and not reduce or deny any aid due to the consortium agreement.
- viii. Conduct any necessary Title IV counseling.
- ix. Confirm eligibility for aid at the time of aid disbursement.
- x. Collect any cash management authorizations.
- xi. Adjust any overawards.
- xii. Process any post-withdrawal disbursements.
- xiii. Process any necessary refunds or repayments of aid.
- xiv. Be responsible for all applicable student consumer information regulations.
- xv. Report the student on the home institution's FISAP or other state or federal reports.

- d. The Home Campus's office where the TAP Certifying Officer is located will be responsible for the following functions regarding New York State Aid:
 - i. Calculate and award the student's financial aid based on the sum of all of the approved credits that the student is registered for at the Home and Host Campuses.
 - ii. Adjust the student's aid due to changes to enrollment and or charges accrued.
 - iii. Monitor and confirm the student's eligibility, including Satisfactory Academic Progress.
 - iv. Maintain records at the Home Campus regarding eligibility and disbursement.
 - v. Establish a combined tuition charge for the student attending Home and Host Campuses.
 - vi. Conduct any necessary State aid counseling.
 - vii. Certify eligibility for State administered financial aid programs to New York State Higher Education Services Corporation, using the combined tuition charge.
 - viii. Home Campus Bursar's Office (See [Memorandum to Presidents](#), Vol. 17 No. 1.

V. Procedural Guidelines for the Host Campus(es)

- a. Host Campus Registrar's Responsibilities
 - i. Consider and indicate the student as a non-matriculated SUNY student.
 - ii. Detail courses to be taken and the enrollment status at the Host Campus(es).
 - iii. Run weekly reports, or the equivalent, to check the status of all visiting SUNY students, and inform the Home Campus of all changes to enrollment.
 - iv. Will not report the student's enrollment to the National Student Loan Data System (NSLDS) or other agencies.
 - v. Provide a final transcript to the Home Campus regarding any course(s) taken within 30 days of completion, in accordance with faculty contracts.
- b. Host Campus Financial Aid office
 - i. Will ensure the timely completion of the SUNY Financial Aid Consortium Student Application to Participate when submitted to their office by the student or the Home Campus.

- ii. Will detail tuition, fees, room and board expenses (if applicable) as well as any course-related fees or other expenses to be incurred at the Host Campus.
 - iii. Agrees to abstain from offering the student financial aid.
- c. Host Campus Bursar's Office (See [Memorandum to Presidents](#), Vol. 17 No. 1)

Both the Home and Host Campuses will be responsible for all support services and academic resources depending on where the student is registering and attending.