



You must be accepted into the Franklin University Community College Alliance Program to participate in this contract. You also need to complete the Franklin University Financial Aid Application process. You must complete this form each award year for which you wish to receive financial aid from Franklin University. If information submitted on this form changes, you must submit a new contract for review.

IMPORTANT: You must check one of the boxes below. **Carefully read and follow the directions for the box you checked.**

- NO, I am NOT planning to attend my community/technical college for the 2008-2009 award year.** If you checked this box, read and **complete Sections I and II** of this contract and forward it to directly to Franklin's Financial Aid office.
- YES, I AM planning to attend my community/technical college for the 2008-2009 award year.** If you checked this box, read and **complete Sections I and II of this contract and forward it to your Community/Technical College (Host Institution) for them to complete Section III – Host Institution Section.** Completing this contract will allow you to include hours from your Host Institution toward enrollment status for determining your aid eligibility at Franklin University. This contract will only be processed if your combined enrollment affects your aid eligibility at Franklin.

SECTION I: To be completed by the Student

Student Last name

Student First name

M.I.

Social Security Number (no hyphens)

Write the name of your Community College (Host Institution) on the line below. Please indicate branch location, if applicable.

Community College Name _____ Branch Location _____

ENROLLMENT: Indicate term and number of credit hours you **INTEND** to register for at each school for the entire year. Be sure to indicate enrollment and hours for each term. **DO NOT LEAVE BLANK.** If you are not planning to enroll for a term, please indicate by writing "0" on the line for that term.

Franklin University Enrollment:

Summer 2008	(Apr - Aug)
Fall 2008	(Sep - Dec)
Winter 2009	(Jan - Apr)

Credit Hours:

Total credit hours for Summer	_____
Total credit hours for Fall	_____
Total credit hours for Winter	_____

Note: For hours listed below, your Community College must fill out Section III on the back of this form before it is submitted to Franklin University.

Host Institution Enrollment:

Summer 2008	(May-Aug)
Fall 2008	(Sep-Dec)
Winter 2009	(Jan-Apr)
Spring 2009	(Mar-Jun) for quarter schools only


Credit Hours:

Total credit hours for Summer	_____
Total credit hours for Fall	_____
Total credit hours for Winter	_____
Total credit hours for Spring	_____

IMPORTANT NOTE: If your community/technical college operates on quarters, please be advised that a quarter hour is two-thirds of a semester hour. Franklin will do the hour conversion during processing. Winter and Spring quarter hours from your community college will be combined with Franklin's Winter trimester for aid eligibility **ONLY** when applicable. Please note that loans are an exception - **Franklin cannot include Spring quarter hours toward eligibility for loans.**

By signing this contract I am agreeing to the following terms:

- ✓ I am asking Franklin University to include my enrollment hours at my host institution for Federal, state, and other financial aid eligibility at Franklin University. I may only apply for financial aid at one institution.
- ✓ **My financial assistance will be applied to my balance at Franklin University first and any refund will be sent directly to me. It is my responsibility to pay my host institution or set up payment arrangements for any balance owed, even if aid has not yet been applied at Franklin.**
- ✓ Ohio Instructional Grants (OIG) cannot be refunded directly to the student. OIG applied, that exceeds the cost of tuition at Franklin, will be sent directly to my host institution to cover all or part of the tuition balance due at the host institution.
- ✓ Financial Aid will be applied to student’s accounts based on Franklin University’s regular term schedule. Pell and institutional aid will be applied on day 15 of the term, Ohio State Aid will be applied the fourth week of the term, and, in general, student loans will be applied as received (but no earlier than the first week of the term). **The financial aid award year at Franklin begins with the Summer 2008 term and ends with Winter 2009 term.**
- ✓ I agree to authorize my host institution to release any enrollment, academic, and tuition related information to Franklin University for the 2008-2009 award year.
- ✓ I agree to only enroll in courses that are transferable and/or applicable to my degree program.
- ✓ I realize that Franklin will not process a Student Contract for any more than 2 different Community Colleges per award year.
- ✓ I understand that I am subject to all policies in the Franklin University *Community College Alliance Academic Bulletin*, including the Financial Aid Standards of Academic Progress.
- ✓ **I am required to send an official transcript to Franklin University’s Transfer Credit Office at the conclusion of each term that I was enrolled at my host institution for which Franklin processed a Student Contract. Failure to send official transcripts will delay or cancel aid for future terms.**
- ✓ I have read and understood the terms of the Consortium Agreement between my host institution and Franklin University. This Student Contract is hereby made part of that Consortium Agreement.

 **Student sign here** _____ Date: _____

SECTION III - To be completed by the Host Institution for community college hours of enrollment and aid disbursement


I, the host institution representative, agree that by signing this contract I am agreeing to the following terms:

- ✓ This signed agreement acts as my release form for any academic, financial aid, transcript related, or balance related information on this student.
- ✓ I understand that any enrollment included on this form is INTENDED hours of enrollment and I agree to release actual enrollment information to Franklin University upon request and changes of enrollment within 30 days for the term in which a Student Contract is processed.
- ✓ Franklin University will process all financial aid for this student for the terms outlined below and on the front of this contract.
- ✓ I agree to all other terms noted in the Blanket Agreement and Addendum already in place between my institution and Franklin.
- ✓ I have provided this student’s status with our institution below:

Please check next to the appropriate information for this student:


- ___ My institution did not award financial aid for this student for the financial aid award year of 2008-2009.
- ___ If my institution did award financial aid for this student for the financial aid award year of 2008-2009, it has all been cancelled.
- ___ My institution awarded financial aid to this student and I am listing all aid below. If my institution cancelled financial aid for any terms, I will write cancelled in the boxes for that term. Also please indicate any scholarships, BVR, or state aid this student receives.

Financial Aid Type	Summer 08 & amount	Fall 08 & amount	Winter 2009 & amount	Spring 09 & amount (if quarter school)

 **Host Institution Sign here** _____ Date: _____

➡ Host Institution forward this completed form to:

Financial Aid • Franklin University • 201 S. Grant Ave • Columbus, OH • 43215 Or Fax to: 614.947.6520

 **Franklin FSA Signature here** _____ Date: _____