



Return completed form and supporting docs to:
University of North Texas
Student Financial Aid and Scholarships
1155 Union Circle #311370 Denton, TX 76203-5017
Or: Fax to 940.565.2738
Or: save as PDF and upload to the secured document
uploader: <https://financialaid.unt.edu/upload>

2023-2024 Concurrent Enrollment Agreement Instructions

COMPLETING THE FORM

- Section A: Complete the requested student information.
- Section B: Provide the name and location of the **HOST Institution** and the dates you will be enrolled.
- Section C: Submit form to your UNT **academic advisor** to complete the requested information.
- Section D: Submit form to the **Registrar's Office at your HOST Institution** to complete the requested information.
- Section E: Submit form to the **Financial Aid Office at your HOST Institution** to complete the requested information.
- Section F: Attach proof that balance is paid in full or that payment arrangements have been made for classes listed in Section C that are being taken at the **HOST Institution**.
- Section G: Read, sign and date the certification.

SUBMITTING THE FORM

- Ensure the form is complete and the required documentation is attached.
- Return the form **and** required documentation to our office.

PLEASE NOTE:

You must be awarded a Federal Pell Grant to complete a Concurrent Enrollment Agreement.

You must be enrolled in a minimum of 6 undergraduate hours at UNT.

CEA forms will be processed after the census date for each term.

Allow up to 4 weeks for form to be processed.

Fall 2023 – CEA will NOT be accepted after **December 15, 2023**.

Spring 2024 – CEA will NOT be accepted after **May 10, 2023**.

Concurrent Enrollment Agreements are not processed during Summer terms.

Contractual hours will be placed on your class schedule as a placeholder for the hours being taken at your HOST school.

You must submit your transcripts from your HOST school to the UNT Registrar's Office at the completion of the term.



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2023-2024 Concurrent Enrollment Agreement

SECTION A: STUDENT INFORMATION	
Name:	UNT Assigned ID:
Email Address:	Telephone:

SECTION B: HOST SCHOOL INFORMATION		
As allowed in Part 600.9, Student Assistance General Provisions, and Parts 590.1-590.83, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the HOME institution, THE UNIVERSITY OF NORTH TEXAS in Denton, TX and the HOST Institution, for the purpose of providing federal assistance to the student named above.		
Host School:		
Location:		
Term: <input type="checkbox"/> Fall 2023 <input type="checkbox"/> Spring 2024	Dates of Enrollment: From:	To:

SECTION C: UNT ACADEMIC ADVISOR – CERTIFICATION HOME INSTITUTION	
Degree Program: _____	
Approved Course Name(s) and Number(s) at Host Institution:	
Course Name:	Course Number:
Is there a copy of a degree plan on file? Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, has the student requested one to be filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The above name student has permission to study at the above campus for the period stated.	
UNT Academic Department Advisor's Signature: _____	Date: _____
UNT Academic Department Advisor's Name Printed: _____	

SECTION D: HOST INSTITUTION - REGISTRAR'S OFFICE CERTIFICATION

Number of Enrolled Credits:

This Constitutes FT ¾ ½ ¼

Length of Period of Enrollment: Weeks

Dates of Enrollment: From: To:

Enrollment Certification (May be completed by FA Officer)

The Host Institution certifies that the student is enrolled for the "Dates of Enrollment" and the Host Institution certifies that it is eligible to participate in all the Federal Student Aid programs.

HOST Registrar or (FAO) Signature: _____

Printed Name: Title: Date:

Phone: Email Address:

SECTION E: HOST INSTITUTION - FINANCIAL AID OFFICE

Average Estimated Tuition only per Credit Hour: \$ _____

FA Non-Payment Agreement

The HOST Institution agrees that it will not pay the student a Pell Grant and/or any Campus-Based Funds and that it will not certify a Guaranteed Student Loan during the "Dates of Enrollment." Further, the HOST Institution agrees that, if aware, it will inform the University of North Texas if the student withdraws before the end of the "Dates of Enrollment."

Host Financial Aid Officer Signature: _____

Printed Name: Title: Date:

Phone: Email Address:

SECTION F: PROOF OF PAYMENT

Attach proof of payment showing a \$0 balance or proof of payment arrangements for class(es) taken at the HOST Institution.

SECTION G: STUDENT CERTIFICATION

Please read each item before signing the form.

- I understand I need to be enrolled in at least 6 hours undergraduate credit at UNT to be considered for concurrent financial aid eligibility.
- I certify I have requested/filed a degree plan at University of North Texas (UNT).
- I certify I will not be receiving financial aid at the Host Institution.
- I will provide proof of payment made at the Host Institution.
- I will notify UNT if I drop or withdraw from the hours enrolled at the Host Institution.
- I understand if I withdraw, the withdrawal will fall under the UNT policies and procedures.
- **I understand I will not receive financial aid in a future semester until an official academic transcript is submitted to the UNT Registrar's Office.**

Student Signature: _____

Date: _____