

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

2025-2026 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 each section of this form is completed and all required signatures
- acquired. Verify that you have a Federal Pell Grant for 2025-2026.
- Return this 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 2025 – CEA will NOT be accepted after **December 12, 2025**.

Spring 2026 – CEA will NOT be accepted after **May 8, 2026**.

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.

SECTION D: HOST INSTITUTION REGISTRAR'S OFFICE CERTIFICATION

Number of Enrolled Credits: _____

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: _____