INSTRUCTIONS FOR ARMSTRONG STUDENTS TO RECEIVE FINANCIAL AID WHILE ATTENDING OTHER POST-SECONDARY INSTITUTIONS

In most instances, students can use their financial aid funds to attend other institutions as transient students. If you wish to do this, please read and complete the following and return this information to the Office of Financial Aid. Please be advised that your award may be adjusted due to the host institution’s cost of attendance and/or type of course work for which you are enrolling.

Attach a copy of the completed Transient/Letter of Good Standing (available in the Registrar’s Office) to this form. The classes you are taking must transfer to your degree here at Armstrong and the course equivalent must be indicated.

Once this is received and approved by the Office of Financial Aid, the consortium agreement and/or HOPE Transient Certificate will be sent to the host institution. The host institution must return the completed consortium agreement to the Armstrong Office of Financial Aid certifying your enrollment before any funds can be disbursed. Your excess check will be sent directly to the host institution, unless you provide proof of payment in full to the host institution. If you receive an electronic refund from Armstrong you are responsible for making payment to the host institution. NOTE: Students taking Independent Study courses through the University System of Georgia may pay tuition when registering and have your excess check sent directly to you. You must provide a receipt of payment to the Office of Financial Aid.

You must ensure that an official academic transcript is sent to Armstrong from the visited school. Your transcript must be received and posted before any further financial aid funds can be paid. There are no exceptions for the University System of Georgia Independent Study courses. If you withdraw from your courses at the host institution you must submit a letter from the Registrar’s Office stating the last date of attendance.

__________________________  ______________________________
Student’s Signature                      Social Security Number

______________________________
Armstrong Student ID#

__________________________  ______________________________
Host Institution                      Term attending