

#### Office of Student Financial Aid

Mailing Address: Service:

Office of Student Financial Aid University of Maryland 0102 Lee Building College Park, MD 20742 Student Financial Services Center 1135 Lee Building

Monday - Friday 8:30 a.m. - 4:30 p.m. Phone: 301-314-9000 & 888-313-2404

TTY: 301-314-7017
FAX: 301-314-9587
E-mail: umfinaid@umd.edu
URL: www.financialaid.umd.edu

#### **Permission to Enroll**

Financial aid awards cannot be disbursed until you register for a minimum number of credits per semester/term. For example, most loans require half-time enrollment and most grants require full-time enrollment. See our web site or the **Financial Aid Award Guide** for specific enrollment requirements.

If you will not have enough credits at University of Maryland, College Park (UM) to receive your full financial aid awards, we may be able to disburse your aid based on your combined enrollment at UM and another institution. You must be a degree seeking student at UM, the courses must be approved by your academic advisor, and your combined enrollment at both institutions must equal at least half-time status (6 credits or 24 graduate units). You may not receive federal loans or grants from more than one institution. Please note that it is your responsibility to pay the host institution's charges by its deadlines, regardless of your expected financial aid refund!

### How Do I Apply?

- 1. If you have not already done so, please visit <a href="www.fafsa.ed.gov">www.fafsa.ed.gov</a> to complete the Free Application for Federal Student Aid (FAFSA). The Department of Education will transmit the electronic form to us within two weeks of your submission.
- 2. Meet with an academic advisor and ask him/her to complete a **Permission to Enroll** form (undergraduate students) or a **Request for Transfer or Inclusion of Credit** form (graduate students available from the graduate school).
- 3. Submit the following forms to the Office of Student Financial Aid (OSFA):
  - A. The attached Financial Aid Worksheet for Permission to Enroll Students.
  - B. The attached Permission to Enroll Student Checklist.
  - C. An approved Permission to Enroll or Request for Transfer or Inclusion of Credit form.
- 4. To receive your aid at the beginning of the covered semester, submit all forms to OSFA at least 30 days before the semester starts.
- 5. Register for the approved courses at the host institution. We will send a Consortium Agreement to the Host institution. Once the Host Institution completes and returns the Consortium Agreement confirming your enrollment, we can disburse your financial aid based on your combined credits at both schools. If the other school does not participate in the consortium agreement process, we cannot count the credits. Most MD, VA, and D.C. schools participate.
- 6. We can only consider the courses that are approved on your Permission to Enroll form. If you register for different or additional courses, **you must submit a new Permission to Enroll form authorizing your enrollment in those courses.**
- 7. We encourage all students to sign up for <u>Direct Deposit</u> so that the Bursar's Office can deposit any financial aid refunds to your checking account.
- 8. All your financial aid will be credited to your UM student account no earlier than ten days prior to the start of the UM semester. If your financial aid exceeds your charges at UM, the excess aid will be refunded to you. You are responsible for using the refund to pay the charges at the host institution or for other education related expenses.

If you have any questions about this process, please call 301-314-9000 or email <u>umfinaid@umd.edu</u> to schedule an appointment with the Financial Aid Counselor for Permission to Enroll students.



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#### Financial Aid Worksheet for Permission to Enroll Students

Please fill out this form and include a copy of your Permission to Enroll form if you are:

Receiving financial aid and are registered as a Part-time student at the University of Maryland, College Park and plan on taking additional courses at another institution (host school)

**Do not** fill out this form if you are:

Studying Abroad (please fill out the Study Abroad Financial Aid Worksheet instead)

- Registering as a Full-time student at the University of Maryland, College Park
- On academic dismissal from the University of Maryland, College Park
- Not receiving or eligible for financial aid

Semester & Year:	Fall			Summer	
		Year	Year		Year
Name:				UID:	
Last	First	irst	Middle Initial		
Student's Mailing Add	ress:				
Student's Phone Numb	er and E-M	ail :			
Student <u>must</u> attach a	a completed	l Permissio	on to Enroll form with	worksheet.	(Obtain from academic Advisor.)
program. I understand excess funds will be di Host Institution by <b>the</b>	that my fin sbursed to r <b>ir</b> due date.	ancial aid v ne as a fina	will be disbursed to my s	tudent accorrstand that I	lemic transcript to UM at the conclusion of the unt at UM. After all UM charges are paid, any am responsible for paying all charges to the
			OFFICE USE O	NI V	
Initial/Date	MO?		Office obe o	1111	
		Received t	his form		
		Received F	Permission to Enroll Form		
		Sent () o	or Faxed () Consortium A	greement (C.	.A.)
		Received C	Completed C.A. Credits at	UMCP	
			Credits at	Host	
			Total App	roved Credi	its
		Counselor	reviewed aid or did BPU to	adjust aid	

Added student to Permission to Enroll Roster Confirmed Overrides/Process Complete



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## **Permission to Enroll Student Checklist**

1)	I have read and understood all of the information in the Aid for Other Schools form
2)	I understand that my aid can only credit to my student account 10 (ten) days before the start of the
2)	program
3)	I must have written approval and a completed "Permission to Enroll at Another
	Institution" form
4)	To receive aid from the State of Maryland such as Educational Assistance Grants, Maryland Hope,
	Delegate and Senatorial scholarships, I must be charged by a
	program within the State of Maryland
5) I	If the other school requires payments that are due <u>before</u> my financial aid can be released, I am
	responsible for paying them by their due dates
6)	I have provided <u>ALL</u> of the correct contact information for my program or school and signed the
	form
7)	I understand that my financial aid can only be disbursed once the other institution confirms my
	enrollment with a Consortium Agreement
8)	I am responsible for contacting my lender and making sure that I discuss with them information
0)	
0)	about deferment of my loans
9)	Failure to complete the necessary coursework and number of credit hours, or leaving your program
1.0)	on an unsatisfactory basis can result in charge back of financial aid
10)	The <u>student</u> will receive all financial aid funds and is responsible for payment to the host program
	or institution. Maryland will not send any refunds to anyone other than the student
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	complete, sign, and turn this completed sheet in along with your Permission to Enroll and the Aid
	ner Schools Forms. Your aid will not be processed unless all of these forms are completed and have
the ap	propriate signatures.
Signa	ure UID # Date
אווצונט	