



## Office of Student Financial Aid

### Mailing Address:

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

### Service:

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: [umdfinaid@umd.edu](mailto:umdfinaid@umd.edu)

URL: [www.financialaid.umd.edu](http://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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov) 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 [Direct Deposit](#) 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 [umdfinaid@umd.edu](mailto:umdfinaid@umd.edu) 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 Year Spring Year Summer Year

Name: Last First Middle Initial UID:

Student's Mailing Address:

Student's Phone Number and E-Mail :

Student must attach a completed Permission to Enroll form with worksheet. (Obtain from academic Advisor.)

I agree to notify the University of Maryland at College Park (UM) promptly if I withdraw from any of the host school courses before their conclusion. I further agree to ask the Host Institution to send an academic transcript to UM at the conclusion of the program. I understand that my financial aid will be disbursed to my student account at UM. After all UM charges are paid, any excess funds will be disbursed to me as a financial aid refund. I understand that I am responsible for paying all charges to the Host Institution by their due date.

Student Signature: Date:

Table with 2 columns: Initial/Date, MO?. Rows include: Received this form, Received Permission to Enroll Form, Sent Consortium Agreement (C.A.), Received Completed C.A. Credits at UMCP, Credits at Host, Total Approved Credits, 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 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) If the other school requires payments that are due before my financial aid can be released, I am responsible for paying them by their due dates. \_\_\_\_\_
- 6) I have provided ALL 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 about deferment of my loans. \_\_\_\_\_
- 9) Failure to complete the necessary coursework and number of credit hours, or leaving your program on an unsatisfactory basis can result in charge back of financial aid. \_\_\_\_\_
- 10) The student 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. \_\_\_\_\_

Please complete, sign, and turn this completed sheet in along with your Permission to Enroll and the Aid for Other Schools Forms. Your aid will not be processed unless all of these forms are completed and have the appropriate signatures.

Signature \_\_\_\_\_ UID # \_\_\_\_\_ Date \_\_\_\_\_