



TRANSIENT STUDENT FORM & CONSORTIUM AGREEMENT

Academic Year

2017-2018

RETURN COMPLETED FORM TO: Student Financial Services, 1000 Longfellow Blvd, Lakeland, FL 33801 or fax 863-667-5961, unless otherwise instructed by a financial aid staff member.

SECTION A: STUDENT INFORMATION (TO BE COMPLETED BY THE STUDENT - PLEASE PRINT CLEARLY)

Last Name	First Name	M.I.	SEU ID # / Last four digits of SSN	
Home Street Address	City	State	Zip Code	Daytime Phone #

INSTRUCTIONS

You are required to complete all items below:

- ☐ 1. You must complete sections A, B, and C. The SEU Office of the Registrar must sign section C. Your Host Institution's financial aid office must complete Section D. Must allow 2 weeks for processing once completed form has been submitted.
- ☐ 2. Attach a printed copy of all course descriptions for which I am intending to register at my Host Institution.
- ☐ 3. Enroll in at least 6 credits for the semester in order to be considered for financial aid. Audit courses are not transferrable.
- ☐ 4. Notify Student Financial Services immediately if you drop or withdraw from any course.
- ☐ 5. Submit official grade transcripts from your host institution to the Registrar's Office at the end of the semester for which this agreement was granted. These credit hours must be counted toward your degree program. Failure to submit grades in a timely manner will result in a hold on future financial aid disbursements.

The following terms are part of this agreement:

1. Transient credit must be taken at a regionally accredited school.
2. I am responsible for earning all credits & I understand that only courses with a C grade or above will be accepted in transfer.
3. I may be required by the transient school to provide a transcript which must be ordered & purchased 2 weeks prior to need.
4. I must be registered for courses at SEU in order to take transient courses at another institution in the spring or fall semester.
5. I may not take a course for my major core at another institution unless SEU is not offering the course.
6. I may not repeat a failed SEU course at another institution for grade forgiveness.
7. I may take up to 15 credits through transient status with 65 transfer credits or less on my transcript record. (Approved study abroad programs excluded from this rule.)
8. If I have earned 75% of the hours in my program, I must write a letter of appeal to the Registrar explaining why transient status is necessary (please attach to this form). Exceptions must be approved by the department Chair or college Dean as well as the Registrar. (Approved study abroad programs are excluded from this rule.)
9. If I decide to take a course as a transient student that is not listed on this form, I must submit a new form to the office of the Registrar at Southeastern University.
10. After completing transient courses, I must order an original transcript to be sent to SEU in order to transfer credit.
11. Any and all holds on my account must be cleared before this form can be processed (academic, financial, health, etc.).
12. My gpa must be 2.0 or above and in good standing as a student to do a transient course.

I have read and understand the requirements and terms of the Transient Student Form / Consortium Agreement: Initial _____

SUBMISSION DEADLINES: Allow a minimum of 2 weeks from the date of submission for SEU to process this form.
Please be aware of and abide by your host institution's program application deadlines.

SECTION B: COURSE INFORMATION (TO BE COMPLETED BY STUDENT - MUST ALSO ATTACH COURSE DESCRIPTIONS)

Host Institution Course & Prefix Number	Course Title	Subs For	Credit Hours

Please initial each line indicating that you understand the following terms:

- _____ I can only enroll in and receive financial aid for courses that are applicable to my SEU degree.
- _____ I will only receive consideration for financial aid if I enroll in a minimum of 6 credit hours at the host institution.
- _____ I can only receive financial aid for the approved semester. All financial aid records for this period will be maintained at SEU. I understand I will only receive the awards listed in Section E (Financial Aid) if all criteria is met.
- _____ I must pay my host institution according to their requirements. SEU will not provide early release of financial aid or send payments to your host institution. Certain institutional funds may not be applicable to transient course charges.
- _____ I must maintain Satisfactory Academic Progress as outlined in SEU's SAP policy in order to receive applicable federal, state, and institutional awards upon my return.



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SECTION C: HOST INSTITUTION INFORMATION (TO BE COMPLETED BY THE STUDENT - PLEASE PRINT CLEARLY)

Full Institution Name			Accreditation	
Street Address	City	State	Zip Code	Country
Name of Contact Person		Title		
Phone	Fax	Email		
()	()			
Name of Program Student Will Attend		Location of Program		
Overseas Address				
Term of Enrollment (check applicable term)	Begin Date	End Date	Credit Hours Per Term	
___ Fall 2017 ___ Spr 2018 ___ Sum 2018				

SOUTHEASTERN UNIVERSITY OFFICE OF THE REGISTRAR

OFFICE USE ONLY

I certify that the student above is an undergraduate student in good standing. He/she has Southeastern University's permission to take the courses designated in Section B: Course Information at the Host Institution during the term indicated. Credit hours earned by the student while studying abroad through the Host Institution will be considered for transfer to the student's University degree, providing the student supplies an official transcript to the University, passes with a C grade or higher, and the courses are applicable to the student's specific degree program. I also certify that the Host Institution listed in Section C is a recognized provider of transient hour programs. In order to qualify for financial aid, the courses must be applicable to the student's degree.

Name of Director of International Programs or Registrar	Signature of Director of International Programs or Registrar	Date
Signatures are required for all major core courses and/or for coverage by financial aid from Department Chair or College Dean over the course.		
Name of Chair or Dean	Signature of Chair or Dean	Date

SECTION D: HOST INSTITUTION CERTIFICATION - COST OF ATTENDANCE (TO BE COMPLETED BY HOST INSTITUTION)

Tuition and Fees	\$ _____	Books	\$ _____
Room & Board	\$ _____	Transportation	\$ _____
Personal	\$ _____	Other	\$ _____
		Total	\$ _____
Name of Host Institution Registrar		Signature of Host Institution Registrar	Date
Name of Host Institution Financial Aid Officer		Signature of Host Institution Financial Aid Officer	Date

SECTION E: SOUTHEASTERN UNIVERSITY OFFICE OF FINANCIAL AID - APPROVAL

OFFICE USE ONLY

Printed Name of SEU Financial Aid Officer		Signature of SEU Financial Aid Officer		Date
Federal Aid/Other	Amount	State Aid	Amount	Total Allowable Aid
Grants	\$ _____	FRAG	\$ _____	\$ _____
Direct Loan	\$ _____	Bright Futures	\$ _____	☐ No Financial Aid Requested
Alternative Loan	\$ _____	Other	\$ _____	_____
				Student Signature

Student's Name

Student's Signature

Date