

# Contractual Agreement – US School or Approved Foreign

## Purpose of Contractual Agreement

According to the Department of Education, a Contractual Agreement allows a student to receive student financial aid (SFA) funds while studying at a school other than his/her home institution. The home institution is the institution that will grant the student's degree and financial aid if received. The courses taken at the host institution must apply toward the degree at the home school in order for the student to receive aid for those courses taken at the host institution.

Tennessee Tech University Policy for Contractual Agreement: A Contractual Agreement for financial aid purposes is only granted to students on an approved study abroad program as defined by the Office of International Education.

## Steps for Receiving Financial Aid as a Contractual Student

1. Complete a Course Approval Form for a Contractual Agreement and bring to the Office of Financial Aid along with the packet received from Study Abroad. The Course Approval Form must be complete and include your Academic Advisor's signature.
2. Review and Acknowledge the following information with the Study Abroad Coordinator in the Office of Financial Aid.

## ***I understand that:***

- \_\_\_\_\_ If I withdraw from class(es) or class(es) are cancelled after financial aid has paid, I may owe funds back to Tennessee Tech.
- \_\_\_\_\_ I must have an official transcript from the HOST Institution sent to Tennessee Tech once a grade for the course(es) has been determined.
- \_\_\_\_\_ The transcript must include the course(es) indicated on the Course Approval Form for a Contractual Agreement.
- \_\_\_\_\_ Additional Contractual Agreements will not be honored if an official transcript has not been received from the HOST Institution indicated on a prior Contractual Agreement.
- \_\_\_\_\_ A financial aid HOLD will be placed on the student's account for the term in which transcripts are due, and I will not receive any financial aid beyond that term until the official transcript from the HOST Institution has been received and processed.
- \_\_\_\_\_ I must maintain Satisfactory Academic Progress throughout my enrollment at the HOST institution in order to be eligible for financial aid.
- \_\_\_\_\_ If I receive Tennessee Education Lottery Scholarship (HOPE) funds during a semester in which I am later deemed to be ineligible for those funds, I will owe them back to Tennessee Tech for EACH semester in which I am deemed ineligible.
- \_\_\_\_\_ I must notify the Office of Financial Aid of any change in my enrollment status or course schedule as soon as it occurs.

Printed Student Name: \_\_\_\_\_

T# \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_



# Tennessee Tech University Course Approval Form for a Consortium Agreement

This form should be completed in advance for any student who wishes to take classes at an institution other than Tennessee Tech University and establishes how credit(s) will transfer and apply to the student's degree program. The Office of Financial Aid will use this form as documentation to disburse financial aid for the class(es) taken at the host institution (listed below).

**This request is for:**

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ (Office Use Only: \_\_\_\_\_ Banner Term)

- Federal and Hope     
  Federal Aid Only     
  Hope Only

Student Name: \_\_\_\_\_ TTU ID#: T \_\_\_\_\_

Advisor: \_\_\_\_\_ Major at Tennessee Tech: \_\_\_\_\_

Host Institution: \_\_\_\_\_ Host Student ID#: \_\_\_\_\_

Host Institution Fin Aid contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

Enrollment date: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

The above named student intends to enroll in the following course(es) and requests an evaluation of course as well as authorization to apply these credits upon completion in good academic standing towards fulfillment of their degree requirements at Tennessee Tech University. At the conclusion of the semester, the student will request an official transcript be sent to the Tennessee Tech Records Office for evaluation. Failure to submit a transcript will result in a **hold** being placed on the student's account until it has been received.

Course Title at Host inst	Course Section #	# Credit Hrs	TTU Course Equivalent	Is this course offered at TTU during this term?		Does this course apply towards your degree at TTU?	
				Yes	No	Yes	No
	Total Hours:						

Reason for Consortium Request: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_