



**OHIO**  
UNIVERSITY

## **Transient Study Agreement**

1. Read and complete Part One of the Transient Study Form.
2. Schedule an appointment with your academic advisor to complete Part Two. Your advisor must list the course(s) you plan to take at the Host Institution and the Ohio University course(s) for which they will translate. Your advisor must sign off indicating that the courses will transfer back into Ohio University and count toward your degree.
3. After Parts One and Two are completed, send the Transient Study Form to the Host Institution for completion of Part Three.
4. The Host Institution must complete Part Three and send the Transient Study Form to the Office of Student Financial Aid and Scholarships to complete Part Four.

Please note the following:

- Your pending financial aid will disburse to your Ohio University account once the courses at the Host Institution begin and your enrollment has been confirmed.
- After Ohio University charges are paid, any available financial aid refund will be sent to you. You must pay for the cost of the courses at the Host Institution.
- Only federal financial aid can be used for transient study. Ohio University scholarships and state aid cannot be utilized.
- You must submit a transcript from the Host Institution to Undergraduate Admissions within one month of the semester ending.



## Transient Study Agreement

As permitted by federal regulations, Ohio University would like to enter into a consortium agreement for the purpose of establishing conditions under which Ohio University can award and process financial aid to a student attending another Title IV eligible institution. For the purposes of this agreement, Ohio University will be known as the home institution and the school to be visited by the student will be known as the host institution.

### Part One: Student Information – Completed by Student

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student PID (Pxxxxxxxx)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Host Institution**

\_\_\_\_\_  
**Date of Birth**

#### BY SIGNING BELOW, YOU AGREE TO THE FOLLOWING TERMS:

- I understand that aid can only be processed for the courses at the Host Institution which are transferable to complete one or more of my Ohio University degree requirements.
- I understand that only federal financial aid can be utilized for transient study. Students may not use Ohio University scholarships toward courses taken at another institution.
- I will notify Ohio University's Office of Student Financial Aid and Scholarships if I:
  - do not begin attendance in the courses approved under this agreement
  - drop any or all classes listed on the agreement
  - change/add enrollment that includes classes that are not listed on the agreement.
- Financial aid will be disbursed to my Ohio University account and applied to any balance at Ohio University prior to the release of my financial aid refund. I understand that if I change enrollment after financial aid has been disbursed and/or after the start of the term at Ohio University, my refund may not be released until further review by the Office of the Bursar. Ohio University will not remit payment to the Host Institution. It is my responsibility to pay the Host Institution by the fee payment deadlines.
- I understand that Ohio University will not release funds to me prior to the start of the term at the other institution, regardless of fee payment deadlines at the Host Institution.
- Textbook vouchers are not issued to Ohio University students. All books must be paid for out-of-pocket and prior to the start of classes.
- I agree to authorize my Host Institution to release any enrollment, academic, and tuition related information to Ohio University for the specified term.
- I agree to provide Undergraduate Admissions with an official academic transcript upon completion of the consortium agreement within 30 days after my term ends. The transcript must reflect a completed grade for the class(es) listed on the agreement.

**After completing Part One, schedule an appointment with your academic advisor to complete Part Two.**

**Part Two: Academic Approval – Completed by Ohio University Academic Advisor**

Student will enroll in the following Ohio University term: Summer                      Fall                      Spring

- List all course names and credit hours in which student will enroll during the listed term at the Host Institution.
- List Ohio University course names and credit hours for which Host courses will translate.
- Attach a copy of student registration at the Host Institution.

**Host Institution – Actual Course Enrollment Ohio University – Translate Courses**

Course Name/Number	Credit Hours	Course Name/Number	Credit Hours
<i>Example: SOC 1010</i>	<i>3.0</i>	<i>ENG 151</i>	<i>5.0</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sign below verifying that the actual course(s) and translate course(s) listed above will be accepted toward completion of the student’s Ohio University degree.

\_\_\_\_\_  
**Ohio University Academic Advisor Name**                      **Email Address**

\_\_\_\_\_  
**Signature**                      **Date**

**After completing Part Two, send this form to your Host Institution.**

**Part Three: Completed by Host Institution Financial Aid Office**

\_\_\_\_\_  
**Host Institution**

\_\_\_\_\_  
**Host Institution Financial Aid Administrator Name**                      **Title**

\_\_\_\_\_  
**Email Address**                      **Phone/Fax**

\_\_\_\_\_  
**Signature**                      **Date**

Administrator listed above will be contacted by our office to confirm verification of student’s enrollment once courses begin.

Will the student receive financial aid at your institution for the listed term?      Yes      No

If yes, provide type and amount of funding: \_\_\_\_\_

Institution term type: *Quarters Semesters*                      Number credit hours student enrolled: \_\_\_\_\_

Enrollment period: Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Total Cost of Attendance for the term in this agreement: \_\_\_\_\_  
 (Attach current COA for your institution, if possible.)

**UNDER THIS CONSORTIUM AGREEMENT AND UPON COMPLETION OF THIS FORM, THE HOST INSTITUTION WILL:**

- Provide institution-specific consumer information to the student.
- Provide Ohio University with documentation of the student's enrollment at your institution.
- Notify Ohio University if the student fails to enroll, drops, or withdraws from any or all courses at your institution.
- NOT process any state or federal financial aid for the consortium agreement term.

**After completing Part Three, send form to the Office of Student Financial Aid and Scholarships.**

Office of Student Financial Aid and Scholarships ATTN:  
Transient Study  
Ohio University Chubb  
Hall 020  
1 Ohio University Drive Athens,  
OH 45701-2979  
Fax: (740)593-4140  
Email: [financial.aid@ohio.edu](mailto:financial.aid@ohio.edu)

**Part Four: Completed by the Office of Student Financial Aid and Scholarships**

This form certifies the Ohio University Office of Student Financial Aid and Scholarships will:

- Process the student FAFSA and provide federal financial aid (if eligible), for the consortium agreement period based on the Cost of Attendance at Ohio University and the Host Institution.
- Disburse federal aid according to the Ohio University academic calendar.
- Monitor Satisfactory Academic Progress.
- Add enrollment at the Host Institution to the student enrollment at Ohio University to assist the University Registrar in reporting to the National Student Clearinghouse.
- Provide enrollment changes to the Office of the Bursar for calculation of Return to Title IV funds, if appropriate.
- Maintain Title IV record keeping and reporting requirements.
- Monitor hours enrolled for institutional refunds and repayments.

Ohio University Cost of Attendance figures for the term under this agreement include tuition and fees, books, room and board, transportation, and personal costs.

\_\_\_\_\_  
**Authorizing Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Cost of Attendance**

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Office of Student Financial Aid and Scholarships  
Chubb Hall 020  
1 Ohio University Drive  
Athens, OH 45701-2979

[financial.aid@ohio.edu](mailto:financial.aid@ohio.edu)  
[www.ohio.edu/financial-aid](http://www.ohio.edu/financial-aid)  
Phone: 740-593-4141  
Fax: 740-593-4140