



You must be accepted into the Franklin University Community College Alliance Program to participate in this contract. You also need to complete the Franklin University Financial Aid Application process. You must complete this form each award year for which you wish to receive financial aid from Franklin University. If information submitted on this form changes, you must submit a new contract for review.

IMPORTANT: You must check one of the boxes below. **Carefully read and follow the directions for the box you checked.**

- NO, I am NOT planning to attend my community/technical college for the 2009-2010 award year.** If you checked this box, read and **complete Sections I and II** of this contract and forward it to directly to Franklin's Financial Aid office.
- YES, I AM planning to attend my community/technical college for the 2009-2010 award year.** If you checked this box, read and **complete Sections I and II of this contract and forward it to your Community/Technical College (Host Institution) for them to complete Section III – Host Institution Section.** Completing this contract will allow you to include hours from your Host Institution toward enrollment status for determining your aid eligibility at Franklin University. This contract will only be processed if your combined enrollment affects your aid eligibility at Franklin.

SECTION I: To be completed by the Student

Student Last name

Student First name

M.I.

Franklin Student ID#

Write the name of your Community College (Host Institution) on the line below. Please indicate branch location, if applicable.

Community College Name _____ Branch Location _____

ENROLLMENT: Indicate term and number of credit hours you **INTEND** to register for at each school for the entire year. Be sure to indicate enrollment and hours for each term. **DO NOT LEAVE BLANK.** If you are not planning to enroll for a term, please indicate by writing "0" on the line for that term.

<u>Franklin University Enrollment:</u>		<u>Credit Hours:</u>	
Summer 2009	(Apr - Aug)	Total credit hours for Summer	_____
Fall 2009	(Sep - Dec)	Total credit hours for Fall	_____
Winter 2010	(Jan - Apr)	Total credit hours for Winter	_____


Note: For hours listed below, your Community College must fill out Section III on the back of this form before it is submitted to Franklin University.

<u>Host Institution Enrollment:</u>		<u>Credit Hours:</u>	
Summer 2009	(May-Aug)	Total credit hours for Summer	_____
Fall 2009	(Sep-Dec)	Total credit hours for Fall	_____
Winter 2010	(Jan-Apr)	Total credit hours for Winter	_____
Spring 2010	(Mar-Jun) for quarter schools only	Total credit hours for Spring	_____

IMPORTANT NOTE: If your community/technical college operates on quarters, please be advised that a quarter hour is two-thirds of a semester hour. Franklin will do the hour conversion during processing. Winter and Spring quarter hours from your community college will be combined with Franklin's Winter trimester for aid eligibility **ONLY** when applicable. Please note that loans are an exception - **Franklin cannot include Spring quarter hours toward eligibility for loans.**

By signing this contract I am agreeing to the following terms:

- ✓ I am asking Franklin University to include my enrollment hours at my host institution for Federal, state, and other financial aid eligibility at Franklin University. I may only apply for financial aid at one institution.
- ✓ **My financial assistance will be applied to my balance at Franklin University first and any refund will be sent directly to me. It is my responsibility to pay my host institution or set up payment arrangements for any balance owed, even if aid has not yet been applied at Franklin.**
- ✓ Ohio College Opportunity Grant (OCO) cannot be refunded directly to the student. OCO applied, that exceeds the cost of tuition at Franklin, will be sent directly to my host institution to cover all or part of the tuition balance due at the host institution.
- ✓ Financial Aid will be applied to your account based on Franklin University's regular term schedule. Visit www.franklin.edu/go/finaid to view scheduled disbursement dates under *How and When Aid is Credited to My Account*. **The financial aid award year at Franklin begins with the Summer 2009 term and ends with Winter 2010 term.**
- ✓ I agree to authorize my host institution to release any enrollment, academic, and tuition related information to Franklin University for the 2009-2010 award year.
- ✓ I agree to only enroll in courses that are transferable and/or applicable to my degree program.
- ✓ I realize that Franklin will not process a Student Contract for any more than 2 different Community Colleges per award year.
- ✓ I understand that I am subject to all policies in the Franklin University *Academic Bulletin*, including the Financial Aid Standards of Academic Progress.
- ✓ **I am required to send an official transcript to Franklin University's Transfer Credit Office at the conclusion of each term that I was enrolled at my host institution for which Franklin processed a Student Contract. Failure to submit official transcripts may cause a reduction or cancelation of aid for the term in which grades were not submitted, and will prohibit aid from being processed for subsequent terms.**
- ✓ I have read and understood the terms of the Consortium Agreement between my host institution and Franklin University. This Student Contract is hereby made part of that Consortium Agreement.

 **Student sign here** _____ Date: _____

SECTION III - To be completed by the Host Institution for community college hours of enrollment and aid disbursement


I, the host institution representative, agree that by signing this contract I am agreeing to the following terms:

- ✓ This signed agreement acts as my release form for any academic, financial aid, transcript related, or balance related information on this student.
- ✓ I understand that any enrollment included on this form is **INTENDED** hours of enrollment and I agree to release actual enrollment information to Franklin University upon request and changes of enrollment within 30 days for the term in which a Student Contract is processed.
- ✓ Franklin University will process all financial aid for this student for the terms outlined below and on the front of this contract.
- ✓ I agree to all other terms noted in the Blanket Agreement and Addendum already in place between my institution and Franklin.
- ✓ I have provided this student's status with our institution below:

Please check next to the appropriate information for this student:

- ___ My institution did not award financial aid for this student for the financial aid award year of 2009-2010.
- ___ If my institution did award financial aid for this student for the financial aid award year of 2009-2010, it has all been cancelled.
- ___ My institution awarded financial aid to this student and I am listing all aid below. If my institution cancelled financial aid for any terms, I will write cancelled in the boxes for that term. Also please indicate any scholarships, BVR, state or federal aid this student receives.

Financial Aid Type	Summer 09 & amount	Fall 09 & amount	Winter 2010 & amount	Spring 2010 & amount (if quarter school)

 **Host Institution Sign here** _____ Date: _____

✉ Host Institution forward this completed form to:
 Financial Aid • Franklin University • 201 S. Grant Ave • Columbus, OH • 43215 Or Fax to: 614.255.9478

 **Franklin FAA Signature here** _____ Date: _____