

**STUDY ABROAD NONAFFILIATED PROGRAMS
FINANCIAL AID CONTRACTUAL AGREEMENT**

DIRECTIONS—The student named in **SECTION A** below has applied for federal and/or state financial aid from the University of Minnesota while studying abroad through your institution. This is possible under the following circumstances:

- The Learning Abroad Center, University of Minnesota, Twin Cities, must approve the student’s proposed program of study and certify that the program course work will generate at least the minimum number of credits required to maintain financial aid eligibility. The student is working with the Learning Abroad Center to complete an Academic Planning for Study Abroad form required for approval and certification.
- Your institution must complete **SECTIONS B and C** of this form, **along with SECTION C of the Study Abroad Outside Programs Cost Estimate** form (enclosed). Please also submit **supporting documentation for the fees you list on the cost estimate.**

Documentation may include, but is not limited to, a photocopy of study abroad costs listed in your catalog or a letter written on institutional letterhead that lists the study abroad costs. Please return the completed forms and the additional documentation by fax or mail to the address above.

Please note: This agreement does not make the University of Minnesota party to arrangements concerning program payment between your institution and the student.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

SUBMIT FORM:

In person on campus:
333 Science Teaching & Student Services
130 West Bank Skyway
130 Coffey Hall

By mail to:
One Stop Student Services Center
University of Minnesota, Twin Cities
PO Box 835
Minneapolis, MN 55440

SECTION A. Student information		
Name (last, first, middle initial)		
Social Security number	University ID	Email address @umn.edu
Program start date (month, day, year)	Program end date (month, day, year)	Minimum credits contracted
SECTION B. Consortium agreement		
<p>Through this agreement, the University of Minnesota, Minneapolis, Minnesota, hereafter referred to as the University, contracts with the institution named in this section, hereafter referred to as the Host, to provide a portion of the education for the degree program of the Student named above, hereafter referred to as the Student.</p> <ol style="list-style-type: none"> 1. For U.S. federal financial aid purposes, the Student studying at the Host will be considered enrolled at the University, which will process federal and state of Minnesota financial aid, and will be considered a visiting student at the Host. The Host will award no federal or state of Minnesota financial aid. The Host agrees to inform the University promptly of any Host scholarships that the Host or cooperating institutions may award the Student to ensure that the University does not award funds in excess of the Student’s financial need. 2. The University agrees that credit hours earned by the Student while studying at the Host will be considered for transfer to the Student’s University degree, providing the Student supplies an official transcript or its equivalent to the University, earns passing grades, and the courses are applicable to the Student’s specific degree program. 3. The University disburses financial aid directly to the Student. The Student is responsible for payment of fees to the Host. The University is not responsible for any payments owed by the Student to the Host. 4. The Host will promptly inform the University if the Student withdraws or never attends the program. Such notice will include the last date of attendance. 		
SECTION B continued on page 2		



To request copies of this form in an alternative format, please call the Disabilities Services liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



SECTION B. Consortium agreement continued

5. The Host will provide an official transcript or equivalent documentation to the University as soon as possible, noting successful completion of the program. Documentation will be provided to the Student and will include course titles, number of credit hours or equivalent measure, and grades or comparable indication of performance. At the Student's request, the Host will send this documentation to:

Office of Admissions
 University of Minnesota, Twin Cities
 240 Williamson Hall
 231 Pillsbury Drive S.E.
 Minneapolis, MN 55455-0213

6. The Host will send, fax, or e-mail any correspondence pursuant to this agreement to Study Abroad staff in the Office of Student Finance at the return address given on the upper right, front page of this agreement. The University will direct any such correspondence to the Host contact person and address given below.

Study Abroad program information

Name of host institution

Study Abroad program location (institution, city, country)

Name of contact person

Title

Phone (include area code)

Fax number

Email address

Department

Address (street, city, state, ZIP code)

SECTION C. Host certification

Name of Host representative

Title

Host department

Signature of Host representative

Date

SECTION D. University of Minnesota certification

Name of University representatve

Title

University department

Office of Student Finance—Off-Campus Studies

Signature of University representative

Date