

UNIVERSITY OF ILLINOIS at SPRINGFIELD
OFFICE OF FINANCIAL ASSISTANCE

CONCURRENT ENROLLMENT AGREEMENT

There are instances when a University of Illinois at Springfield (UIS) student may need to concurrently enroll at another post-secondary institution while attending UIS. Under certain circumstances, UIS will recognize such concurrent enrollment in awarding student financial assistance as a service to the student.

To be eligible for financial aid based on concurrent enrollment, the student must meet all federal and state financial aid requirements and the courses taken must be required and/or eligible to meet degree requirements. The student must be enrolled in at least 6 hours at UIS for that semester. The student is limited to 6 hours of course work at the concurrent institution for that semester and to a cumulative total of 15 hours of concurrent enrollment courses. Courses taken must be for a letter grade. *Audit, pass/fail and credit/no credit courses are not eligible for the concurrent enrollment process.* Waivers to this policy will only be granted under extenuating circumstances and when there are insufficient courses available at UIS to meet degree requirements.

To apply for concurrent enrollment:

1. Complete the “Student Financial Assistance Petition for Concurrent Enrollment” and submit that form together with a copy of the registration schedule and proof of payment to the Office of Financial Assistance at UIS.
2. Take or send the “Financial Aid Consortium Agreement (Concurrent Enrollment)” to the concurrent institution for completion and return it to the Office of Financial Assistance at UIS.
3. Read and sign this “Concurrent Enrollment Agreement.” Return a copy to the Office of Financial Assistance at UIS. Keep the student copy for your records.

A student’s financial aid eligibility will be revised based on the hours taken at the concurrent enrollment school when all underlined documents listed above have been received by the UIS Office of Financial Assistance. It is the student’s responsibility to ensure receipt of these documents by September 30th for the Fall Semester and February 20th for the Spring Semester. Concurrent enrollment agreements **will not** be considered for the Summer Semester.

At the end of each semester of approved concurrent enrollment, the student must submit an official academic transcript from the concurrent institution to the UIS Office of Admissions and Records and a copy of the official academic transcript or grade report to the Office of Financial Assistance. UIS standards of Satisfactory Academic Progress for financial assistance will be applicable to the student’s total course-load. If the academic transcript or grade report is not submitted to the Office of Financial Assistance, all future financial assistance will be withheld. Receipt of an official academic transcript by the Office of Admissions and Records is necessary to receive credit toward UIS degree requirements.

The student is also responsible for informing the UIS Office of Financial Assistance when he/she withdraws or drops a course at the concurrent institution during the add/drop period. Failure to notify UIS of dropped courses or withdrawal may result in liability of repayment of financial assistance received to the U.S. Department of Education or the Illinois Student Assistance Commission. It may also result in forfeiture of UIS financial assistance.

All financial aid will be disbursed at the University of Illinois at Springfield during the period of concurrent enrollment and at dates consistent with UIS policy. The dates of disbursement may not coincide with the date(s) payments are due at the concurrent institution. **It is the student’s responsibility to make all payment arrangements with the concurrent institution.**

I understand and agree to the terms of this policy. I understand that it is my responsibility to meet all conditions of the University of Illinois at Springfield’s Concurrent Enrollment Policy.

Name: _____

UIN: _____

Student Signature: _____

Date: _____