



## Seattle Pacific University Student Consortium Checklist and Certification

Name: \_\_\_\_\_ SPU ID: \_\_\_\_\_

School(s) \_\_\_\_\_ and \_\_\_\_\_

*Note: if you are studying abroad, please list the international school and the U.S. school or organization you are working with. Additionally, for some U.S. programs, you will also be listing two schools.*

Emergency Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** If you going on a non-affiliated Study Abroad trip, there will be a \$300 fee associated with your trip. This fee will be paid to SPU prior to your departure. Also note that if you are away from SPU for 4 quarters or more, you will have to apply for readmission to the University regardless of having an approved Leave of Absence. Upon your readmission, you will be considered as a transfer student, including your eligibility for transfer SPU scholarships and financial aid.

### Available Financial aid:

- FAFSA filers are able to receive Federal and State aid, such as Pell or WA State Need Grant and Federal Direct Loans. Institutional funds are not available because this program is not affiliated with SPU. You may receive the Parent PLUS loan or Alternative loans for your study program. Availability of funds depends on cost of attendance and enrollment.
- If you have an outside scholarship, please provide a written approval from the donor confirming that you can utilize the scholarship for this program.

**Required Documentation:** If you are interested in studying at another college or university while receiving financial aid through SPU you will need to complete the following requirements:

- ✓ Fully complete, sign, and submit this form (Checklist and Certification) to Student Financial Services (SFS)
- ✓ Provide a completed Consortium Agreement to SFS
- ✓ Undergraduate Students: provide a written statement or email from your Academic Counselor stating that the credits will transfer toward your SPU degree. Please have them include the course names, course numbers, and number of credits. Please make sure to complete all required documents (if needed) such as the Leave of Absence form with the Academic Support Center.
- ✓ Request an Official Verification of Enrollment from the school you will be attending and submit it to OTR.
  - Address: 3307 3<sup>rd</sup> Ave West, Suite 113; Seattle, WA; 98119; Fax: (206) 281-2669
  - Your aid cannot disburse until SPU receives the official verification of enrollment
- ✓ Complete and submit a notarized Power of Attorney form if going out of state (recommended, but not required) Forms are available in SFS. This is suggested in case any documents require a signature while you are studying abroad
- ✓ If you have not done so already, sign up for direct deposit via the Banner Information System (strongly recommended)
- ✓ Check with your lender about verifying your enrollment in at-least half-time credits at the Consortium Host School to avoid using your grace period or entering repayment on your student loans, especially if you are on Consortium for more than 1 quarter.

**Awarding and Disbursement Process:** Within two weeks of receipt of the required documentation above, we will determine your eligibility and your financial aid award. Funds will disburse in the quarter you are attending the consortium school and **follow SPU disbursement timelines**. For summer quarter, funding will disburse 10 days before the consortium program's start date. Once all of your funds have disbursed, we will credit your student account and refund any surplus created by the financial aid disbursement to you. The funds can then be used to pay for the school you will be attending. This often occurs after your program begins so you will need to plan accordingly if your program requires earlier payment.

**Satisfactory Academic Progress and Receiving Aid for Future Quarters:** Federal regulations require SPU to have a financial aid satisfactory academic progress policy. This policy requires students to successfully complete (letter grade A, B, C, D, or P) at least 70 percent of all attempted credits each academic year and to maintain at least a 2.0 cumulative GPA after the second year of enrollment, and by the end of each subsequent quarter.

**Student Certification:** By signing this form, I certify that I understand the limitations of my financial aid; I understand any delays in providing this information may cause a delay or ineligibility to receive financial aid for this consortium. I understand that I am subject to institutional financial aid satisfactory progress requirements and failure to meet the requirements may result in suspension of my eligibility.

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

Date: \_\_\_\_\_