



DEFINITION OF CONCURRENT ENROLLMENT

Concurrent enrollment is the process by which a student who is taking classes at BOTH FAU (referred to as the **home school**) AND another eligible institution (referred to as the **host school**) in the same semester may have their financial aid disbursement from FAU based on their total combined enrollment (FAU + Host Institution) for the semester.

Students taking ZERO credits at FAU and taking all their courses another eligible institution for a particular semester should NOT fill out this form as they are not considered to be concurrently enrolled.

These students must be processed as OUTGOING CONSORTIUM STUDENTS and conform to the policies and procedures detailed on the **OUTGOING CONSORTIUM STUDENT FORM**.

CONCURRENT ENROLLMENT POLICIES

- Student must be admitted as a degree seeking student at FAU to qualify for concurrent enrollment processing.
- Students must be enrolled in a minimum of 6 credits at FAU for all financial aid consideration.

The only federal, state, or institutional aid program which will be disbursed to concurrently enrolled students who are attending less than 6 credits at FAU is the Federal Pell Grant program. Federal Pell Grant recipients must be classified as Pell Grant eligible by the US Department of Education.

- Florida Bright Futures Scholarships DO NOT pay for remedial courses taken at either FAU or the host school.
- Bright Futures recipients will be billed for any Bright Futures disbursement for concurrent enrolled hours which are later withdrawn/dropped.**
- To be eligible for concurrent enrollment consideration, coursework taken at the host school must be approved as transferable to FAU. Documentation of this approval, in the form of a **Completed/Approved On-Line FAU Transient Student Registration Form**, must be printed out and submitted with this concurrent enrollment form.
- To be eligible for concurrent enrollment consideration, coursework taken at the host institution must be pre-paid by the student. A **paid receipt** for coursework taken at the host school must be submitted with this concurrent enrollment form as documentation of payment.
- To be eligible for concurrent enrollment consideration, a validated copy of the student's **class schedule** from the host school must be submitted with this concurrent enrollment form. The class schedule copy must meet the following criteria:
 1. **The copy of the class schedule must verify the credit hours for each class taken at the host school.**
 2. **The copy of the class schedule MUST be dated AFTER the drop/add deadline for ALL courses taken at the host school.**
- The reverse side of this Concurrent Enrollment Form must be signed by a representative of the Financial Aid Office at the host school, verifying that FAU is the exclusive school awarding you Title IV aid.
- If the Concurrent Enrollment Form is turned in AFTER the specified term, only Federal Pell Grant and/or Bright Futures funding may be increased based on concurrently enrolled hours, based on the availability of funds.**
- Faxed or scanned/emailed concurrent documents are NOT accepted.
- ALL INCOMPLETE FORMS and MISSING INFORMATION WILL BE RETURNED TO STUDENT and may result in delay in processing.**



Florida Atlantic University
Office of Student Financial Aid
Concurrent Enrollment Agreement Form

Boca Campus

777 Glades Road
 Building SU 80, Room 233
 Boca Raton, FL 33431-0991
 Tel: (561) 297-3530

Davie Campus

2912 College Avenue
 Building #49
 Davie, FL 33314
 Tel: (954) 236-1229

Jupiter Campus

Office of Financial Aid SR 134
 5353 Parkside Drive
 Jupiter, FL 33458
 Tel: (561) 799-8697

Port St. Lucie Campus

Office of Financial Aid
 500 NW California Blvd.
 Port St. Lucie, FL 34986
 Tel: (772) 873-3301

Students taking ZERO credits at FAU and taking all their courses another eligible institution for a particular semester should NOT fill out this form as they are not considered to be concurrently enrolled.

_____ Z _____
 Student Name Student Z Number FAU Email Address

Please Indicate Term and Year Requested for Concurrent Enrollment Processing

Fall _____ Spring _____

Required Documents

1. This Concurrent Enrollment Form must be signed by a representative of the Financial Aid Office at the host school, verifying the host school will not be awarding you Title IV aid for the term indicated above.
2. A Completed/Approved On-Line FAU Transient Student Registration Form, verifying coursework taken at the host school is approved as transferable to FAU.
3. A Paid Receipt from the host school indicating full payment has been made at host school.
4. A copy of your class schedule from the host school which meets the following criteria:
 - **The copy of the class schedule must verify the credit hours for each class taken at the host school.**
 - **The copy of the class schedule MUST be dated AFTER the drop/add deadline for ALL courses taken at the host school.**

STUDENT ACKNOWLEDGEMENT

By signing below I confirm that I have read and understand FAU's Concurrent Enrollment policies and that I have submitted the required documents for Concurrent Enrollment processing listed above. I understand that any incomplete forms or missing information will result in this application being returned to me and may result in a delay in processing.

 Student Signature Date

To Be Completed by Host Institution Financial Aid Office: I certify that the student named above will not be awarded any Title IV funds at this institution for the term indicated above.

Fall _____ Spring _____

 Signature Date

 Name and Title (Print) Phone

 Name of Institution