

Dual Enrollment Project Financial Aid Agreement Instructions

(To be completed when the student is ready to take SCCC classes beyond the 90 credits required for their A.A. Degree, or when the student is preparing to co-enroll in classes at AUS and wishes to have AUS host their financial aid)

1. Meet with your Antioch advisor (Vicki Lopez 206-268-4205) to determine what classes at SCCC will best fit your Teacher Education program at Antioch. Generally:
 - a. Courses must be numbered 100 or above for undergraduates; 500 or above for graduates.
 - b. The grade earned must be a C or better for undergraduates; B or better for graduates.
 - c. An official transcript must be sent to the Registrar at AUS upon completion of the course(s).
 - d. Must be signed off by your AUS advisor.
2. Complete Section II of the Dual Enrollment Project agreement with your advisor. Be sure to include:
 - a. Total Credits you are registering for at the host school
 - b. Course number(s) and name(s).
 - c. Your signature
 - d. Your advisor's signature
3. Register for the same courses at SCCC. Submit a copy of the registration statement to the Antioch Financial Aid Office.
4. Take the Dual Enrollment Project Financial Aid Agreement to the Financial Aid Office at the SCCC and request completion of Section III of the form. SCCC will then mail or fax the agreement to Antioch's Financial Aid Office. Your financial aid cannot be released until the completed Dual Enrollment Project Financial Aid Agreement and registration statement are received in the AUS Financial Aid Office. Once received, your financial aid will be reviewed and adjusted, if necessary, based on the total number of credits you are taking at Antioch and SCCC.
5. Make arrangements to pay your tuition at SCCC. Some colleges will wait until you receive your financial aid refund from AUS. If the SCCC cannot wait for you to receive your refund, you are responsible for paying your tuition by SCCC's payment deadline. AUS will not pay your tuition or transfer funds to SCCC for you. If you have questions about the timing of your refund or the amount, contact the AUS Student Accounts Office.
6. If you drop any courses, you must notify the AUS Financial Aid Office immediately.
7. After completion of your course(s), submit an unofficial grade transcript to the AUS Financial Aid Office to avoid any delays of financial aid for the following quarter.
8. When you are ready to transfer credits to Antioch, request an official transcript from SCCC and submit it to Antioch's Registrar.

**Antioch University Seattle
Financial Aid Office
2007-08 Dual Enrollment Project Agreement**

**Between Antioch University Seattle
And
Seattle Central Community College**

Antioch University and Seattle Central Community College are herein entering into a Dual Enrollment Project Financial Aid Agreement for:

Name of Student: _____ Social Security Number: _____

Telephone No: _____ Email Address: _____

For which quarter are you completing this form?

Summer 2007 Fall 2007 Winter 2008 Spring 2008

NOTE: Students must complete this form for each quarter for which they wish to receive financial aid under a Dual Enrollment Project Financial Aid Agreement and take courses at both institutions.

Section I – Student Criteria

The Student Must:

- Take courses at SCCC that are transferable to their degree program at AUS.
- Be enrolled in the Dual Enrollment Project at AUS and be making satisfactory academic progress as specified by the AUS Satisfactory Academic Progress policy.
- Submit this completed form along with a copy of their registration from SCCC to the AUS Financial Aid Office.
- Submit a copy of the grade transcript from the SCCC at the completion of the quarter.
- NOT be receiving financial aid at the SCCC.

Section II – To be completed with the student’s AUS Academic Advisor

Please complete the section below for all courses and make sure to include course number, name and amount of credits:

Course Number	Course Name	Amount of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits: _____

Academic Advisor’s Signature: _____ **Date:** _____ **Academic Department:** _____

Student Signature: _____ **Date:** _____

Section III – To be completed by the SCCC

Will the student receive financial aid at SCCC? YES NO

If “Yes” please do not complete the remainder of this form. Please sign it and return it to Antioch’s Financial Aid Office.

If the student won’t be receiving financial aid at your institution please complete the section below:

Dates of Enrollment under this agreement:

Begin Date ____/____/____ End Date ____/____/____

Tuition and Fees per credit hour \$ _____

Books and Supplies per credit hour \$ _____

Total \$ _____

Antioch University’s Financial Aid Office will be notified by the SCCC if the student withdraws from any classes taken under this agreement: Yes No

Financial Aid Officer’s Signature at SCCC: **Date Signed:**

First Name: _____ **Last Name:** _____ **Title:** _____

Phone Number: _____ **Email Address** _____

Please return this form to:

**Antioch University Seattle
Financial Aid Office
2326 6th Avenue
Seattle, WA 98121
Phone 206-268-4010
Fax 206-268-4242**