



Please print in black ink **only**.

Columbia Gorge Community College and _____ (Host Institution)

Student Name: _____ Student ID: _____

Credits Registered at CGCC (Home): _____ Credits Registered at Host: _____

Term of Attendance: _____ Year: _____ Phone Number: _____

Home School = 6 credits or more at CGCC **Host School** = Other credits applied towards enrollment/degree

Before the term begins:

1. FIRST obtain a signature from your host school. Host school will mail or fax this form to CGCC along with a copy of your registration. **It's the student's responsibility** to check that this has been completed and submitted to CGCC. This form must be submitted by the first week of each term.
2. Pay your tuition and fees at your host school or make payment arrangements according to their terms and conditions.

After the term is over and grades have posted:

1. Submit an **official** transcript from the host school to CGCC by the first Friday of the following term so that credits can be transferred toward your CGCC degree or certificate. **Satisfactory Academic Progress eligibility is determined once an official transcript is received. Future funding may be postponed/canceled until this has been completed.**

Note: Loan borrowers must submit a Direct Loan Revision form to reinstate any canceled loans.

Criteria:

1. Students can only receive financial aid at one school. You must apply each term of dual enrollment.
2. Courses that are taken at the host institution **must** apply toward your degree or certificate at CGCC.
3. Courses that are upper division (300 or higher level) at the host school will not be funded by CGCC.

I authorize Columbia Gorge Community College and the host institution to share information about me regarding Financial Aid, grades, admissions, and related academic issues. This sharing of my information may take place electronically via the Oregon Financial Aid Exchange (OFAX). I understand this agreement and agree to the conditions listed above.

Student Signature

Date

Financial aid will be administered by Columbia Gorge Community College. Credit hours from the host institution will be considered in the enrollment calculation at the home institution for financial aid purposes. All financial aid will be applied to tuition and fees at the home institution first, and any remaining aid will be sent to the student who is responsible for paying all tuition, fees, and other costs at the host institution. The policies of the home institution will be in place in cases of refund/repayment due to withdrawal from courses.

Financial Aid Office – CGCC

Date

Financial Aid Office – host institution

Date

Columbia Gorge Community College is an equal opportunity educator and employer.

This agreement is only valid if it is reviewed and signed by the Registrar.

CGCC Credit Hours	+	Eligible HOST School Credit Hours	=	Total Eligible Credit Hours
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I certify that the courses in which the student is enrolled at the HOST school are applicable to their CGCC program of study. The student has not previously earned credit for these courses at CGCC, nor has the student previously transferred these credits to CGCC.

Registrar's Signature _____ Date _____

Comments:

[illegible]

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