

*Return completed form and supporting docs to:  
University of North Texas Financial Aid and Scholarships  
1155 Union Circle #311370 Denton, TX 76203-5017  
Or: save as PDF and upload to the secured document  
uploader: <https://financialaid.unt.edu/upload>*

## 2024-2025 Concurrent Enrollment Agreement Instructions

### COMPLETING THE FORM

- Section A: Complete the requested student information.
- Section B: Provide the name and location of the **HOST Institution** and the dates you will be enrolled.
- Section C: Submit form to your **UNT academic advisor** to complete the requested information.
- Section D: Submit form to the **Registrar's Office at your HOST Institution** to complete the requested information.
- Section E: Submit form to the **Financial Aid Office at your HOST Institution** to complete the requested information.
- Section F: Attach proof that balance is paid in full or that payment arrangements have been made for classes listed in Section C that are being taken at the **HOST Institution**.
- Section G: Read, sign and date the certification.

### SUBMITTING THE FORM

- Ensure each section of this form is completed and all required signatures acquired.
- Verify that you have a Federal Pell Grant for 2024-2025.
- Return this form and required documentation to our office.

### PLEASE NOTE:

You must be awarded a Federal Pell Grant to complete a Concurrent Enrollment Agreement.

You must be enrolled in a minimum of 6 undergraduate hours at UNT.

CEA forms will be processed after the census date for each term.

Allow up to 4 weeks for form to be processed.

Fall 2024 – CEA will NOT be accepted after **December 13, 2024**.

Spring 2025 – CEA will NOT be accepted after **May 9, 2025**.

Concurrent Enrollment Agreements are not processed during Summer terms.

Contractual hours will be placed on your class schedule as a placeholder for the hours being taken at your HOST school.

You must submit your transcripts from your HOST school to the UNT Registrar's Office at the completion of the term.



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## 2024-2025 Concurrent Enrollment Agreement

### SECTION A: STUDENT INFORMATION

Name:	UNT Assigned ID:
Email Address:	Telephone:

### SECTION B: HOST SCHOOL INFORMATION

As allowed in Part 600.9, Student Assistance General Provisions, and Parts 590.1-590.83, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the **HOME** institution, **THE UNIVERSITY OF NORTH TEXAS** in Denton, TX and the **HOST** Institution, for the purpose of providing federal assistance to the student named above.

Host School:

Location:

Term:  Fall 2024      Dates of Enrollment: From:      To:  
 Spring 2025

### SECTION C: UNT ACADEMIC ADVISOR – CERTIFICATION OF DEGREE APPLICABILITY

UNT Degree Program: \_\_\_\_\_

Approved Course Name(s) and Number(s) at Host Institution:

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The student named above has permission to study at the above campus for the period stated and the listed courses will count towards student's UNT degree program upon transfer.

UNT Academic Department Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNT Academic Department Advisor's Name Printed: \_\_\_\_\_

**SECTION D: HOST INSTITUTION - REGISTRAR'S OFFICE CERTIFICATION**

Number of Enrolled Credits: \_\_\_\_\_

Length of Period of Enrollment: \_\_\_\_\_ Weeks

Dates of Enrollment: From: \_\_\_\_\_ To: \_\_\_\_\_

**Enrollment Certification** (May be completed by FA Officer)

The Host Institution certifies that the student is enrolled for the "Dates of Enrollment" and the Host Institution certifies that it is eligible to participate in all the Federal Student Aid programs.

HOST Registrar or (FAO) Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION E: HOST INSTITUTION - FINANCIAL AID OFFICE**

Average Estimated Tuition only per Credit Hour: \$ \_\_\_\_\_

**FA Non-Payment Agreement**

The HOST Institution agrees that it will not pay the student a Pell Grant and/or any Campus-Based Funds and that it will not certify a Guaranteed Student Loan during the "Dates of Enrollment." Further, the HOST Institution agrees that, if aware, it will inform the University of North Texas if the student withdraws before the end of the "Dates of Enrollment."

Host Financial Aid Officer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION F: PROOF OF PAYMENT**

- Attach proof of payment showing a \$0 balance or proof of payment arrangements for class(es) taken at the HOST Institution.

**SECTION G: STUDENT CERTIFICATION**

Please read each item before signing the form.

- I understand I need to be enrolled in at least 6 hours undergraduate credit at UNT to be considered for concurrent financial aid eligibility.
- I certify I have requested/filed a degree plan at University of North Texas (UNT).
- I certify I will not be receiving financial aid at the Host Institution.
- I will provide proof of payment made at the Host Institution.
- I will notify UNT if I drop or withdraw from the hours enrolled at the Host Institution.
- I understand if I withdraw, the withdrawal will fall under the UNT policies and procedures.
- **I understand I will not receive financial aid in a future semester until an official academic transcript is submitted to the UNT Registrar's Office.**

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

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