



Submission deadline for fall 2009– August 1; spring 2010- January 2

NEVADA INTRA-SYSTEM ENROLLMENT AGREEMENT

You may request an increase in your Pell Grant paid through our University (referred to as the “home institution”) to include the fees for coursework in which you are also enrolled at TMCC or WNCC (referred to as the “host institution.”). **Be advised that your budget and aid at this University will be revised to reflect the reduced enrollment at this University before fees at the host institution are considered. Not all aid programs and scholarships are available to students who reduce their enrollment status.**

To be considered, you must meet **all** of the following criteria:

1. be admitted as a degree-seeking student at this University;
2. enroll in a minimum of 6 credits and *no more than 11 credits at this University*;
3. filed the FAFSA and have eligibility for Pell Grant;
4. register and pay for the course(s) at the host institution;
5. not receiving any financial aid from the host institution.

If all criteria are met, follow the steps listed below:

STEP 1 – INITIATING THE INTRA-SCHOOL ENROLLMENT REQUEST

- Submit the form by the deadline, so your changed enrollment plans can be approved prior to the start of the semester. Note the submission deadline!
- Register for the courses at the host institution.
- Pay for the courses at the host institution.
- Mail, fax, or hand-carry the completed form to Student Financial Aid and Scholarships, 319 Fitzgerald Student Services Bldg., MS 0076, Reno, NV 89557-0076

STEP 2 – PROCESSING THE REQUEST

- Our office will confirm your registration and fee payment at the host institution.
- Your budget and aid will be revised to reflect your credits at this University which, in turn, may affect the amount and types of aid offered. Some aid programs and scholarships are only available to our full-time students.
- Approved requests will receive an e-mail notification to view a revised Offer Letter on ePAWS.
- Funds cannot disburse until the end of the add/drop period at the host institution.

STEP 3 – MEETING YOUR RESPONSIBILITIES

- Maintain satisfactory academic progress, as defined by this University.
- Report all enrollment changes that occur during the semester at the host institution.
- Request an official academic transcript be sent to the University’s Office of Admissions and Records to post the course(s) to your academic record.



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NEVADA INTRA-SYSTEM ENROLLMENT REQUEST

Student Name: _____ Student ID: R# _____

Address: _____

No. Street Apt. City State Zip Code
University E-mail Address: _____ @unr.nevada.edu Phone: (_____) _____ - _____

I am modifying my enrollment to include coursework at **one other institution:**

<i>Course Name And Number</i>	<i>Credit Hours</i>	<i>Host Institution (TMCC or WNCC)</i>

Please check off each statement and answer the yes/no questions.

- I have read the policy and procedural information. I understand my responsibilities.
- If I drop or withdraw from the course(s) at the host, I will notify your Office promptly to be advised regarding the consequences, which may include a deficiency in meeting the University's definition for satisfactory academic progress, repayment of funds or losing future dual enrollment privileges.
- I have paid my fees in full at the host institution. I understand that any aid resulting from approval of this request will be disbursed after the end of add/drop at the *host institution*.
- Since my fees at the host institution differ from those at the University, my cost of attendance budget may increase or decrease; and therefore my award may be adjusted accordingly. Some aid programs and scholarships that may have been offered at this University may not be available to less than full-time students.
- I must request an academic transcript from the host institution be sent to Admissions and Records for evaluation and posting to my University academic record. I understand that Admissions and Records cannot guarantee how many credits will be accepted until evaluation has been completed.

Student Signature

Date

FOR OFFICE USE ONLY:

APPROVED PENDING

SSN: _____

PACK: Yes No

DENIED

FEES PAID: Yes No

FAO: _____

Date: _____

SECTION B: To be completed by the University advisor or other department official in the student's major.

Please check **one**:

I have recommended that the student take the course(s) listed in Section A at another NSHE institution. The department approves this coursework for the student's degree program for the following reason(s): _____

The student chooses not to take this course(s) at our University. The reason stated for this choice was: _____

Advisor's Signature: _____ Date: _____

Print Name: _____

E-mail Address: _____ Phone: (_____) _____ - _____

SECTION C: To be completed by a financial aid administrator at the host institution.

Please complete this student budget expense information:

Tuition and Fees	Room and Board	Books and Supplies	Other Mandatory Costs

Host Institution Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

I certify that this student will not receive financial aid while enrolled at our institution. If I became aware that the student has or is receiving scholarship money or other resources for their enrollment at our institution, I will immediately notify the Office of Student Financial Aid and Scholarships at the University of Nevada, Reno. I will further monitor the student's enrollment and notify the University when the student withdraws or drops credits within 10 business days of my becoming aware of the status change.

Name: _____ Title: _____

Signature: _____ Date: _____

E-mail Address: _____