

SECTION I: STUDENT INFORMATION (PLEASE PRINT)

 Student First & Last Name _____ 10 digit University ID

Home School (degree - granting school) _____ **Ivy Tech C#** _ _ _ _ _

Specify the semester you are applying for:
 (Check only one box) Fall 20__ (Aug-Dec)
 Spring 20__ (Jan-May)
 Summer 20__ (May-Aug)

As a Passport Agreement student, I authorize the appropriate staff members of the financial aid, business/Bursar, and registrar offices at IUPUI and Ivy Tech Community College – Indianapolis to exchange information on my application, to discuss my financial situation and to provide each other with necessary academic information such as hours attempted, hours completed and course grades each semester so that satisfactory progress can be determined. I understand that it is my sole responsibility to pay all charges at the HOST school (Ivy Tech). I understand that I must be enrolled in at least three (3) credits each semester at both schools. I understand that I must attend and maintain enrollment to remain eligible for financial assistance. I understand that I must notify the HOME school (IUPUI) Financial Aid Office if I stop attending, drop or withdraw from a course at either institution. I understand that all transfer of credit is determined by the school receiving the credits and I must make the transfer credit request.

 Student Signature _____ Date

SECTION II: ENROLLMENT INFORMATION / ADVISOR VERIFICATION

HOST (Ivy Tech) school coursework:

Course #	Course Description	# of credits

A student can only receive Title IV assistance for courses that are applicable to the student’s certificate or degree program. I certify that the above courses count towards this student’s degree program AND are transferrable to the HOME institution (IUPUI).

 HOME school (IUPUI) Academic Advisor Signature _____ Date

 PRINTED name of Academic Advisor _____ Contact Phone #

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Student's Last Name _____ 10 digit University ID _____

SECTION III: HOST SCHOOL FINANCIAL AID VERIFICATION

Cost of attendance: (Per Term/ Semester)

Item	Cost
Tuition & Fees*	
Books & Supplies*	
Room & Board	
Personal Expenses	
Transportation	
TOTAL:	

*If the student is enrolled for 3 credits or less, complete the items marked w/a * only.

HOST SCHOOL ENROLLMENT VERIFICATION _____ Credit hours

The HOST INSTITUTION (Ivy Tech – Indianapolis) will not distribute any financial assistance for this student based on a financial aid application received at their institution. The student must apply for financial assistance through the HOME institution (IUPUI). Even if the student does not receive financial aid in time to meet HOST INSTITUTION (Ivy Tech – Indianapolis) deadlines, the student will be responsible for all payments due.

The HOST INSTITUTION (Ivy Tech) further agrees to notify the HOME INSTITUTION (IUPUI) if the student withdraws from classes at the HOST INSTITUTION (Ivy Tech) before the scheduled conclusion of the term.

HOST school Financial Aid Signature Date

PRINTED name of Financial Aid Representative Contact Phone #

SECTION IV: HOME SCHOOL FINANCIAL AID PROCESSING

After confirming the student's enrollment with the HOST INSTITUTION (Ivy Tech), the HOME INSTITUTION (IUPUI) will process and disburse all Title IV monies and/or other financial aid to the above-named student for the time period specified. The HOST INSTITUTION (Ivy Tech) shall make all decisions regarding the student's eligibility for financial aid and the amount of aid awarded. The HOME INSTITUTION (IUPUI) is responsible for all financial aid requirements, including satisfactory academic progress, refunds, repayments, disbursements and enrollment verification.

HOME school (IUPUI) Financial Aid Signature Date

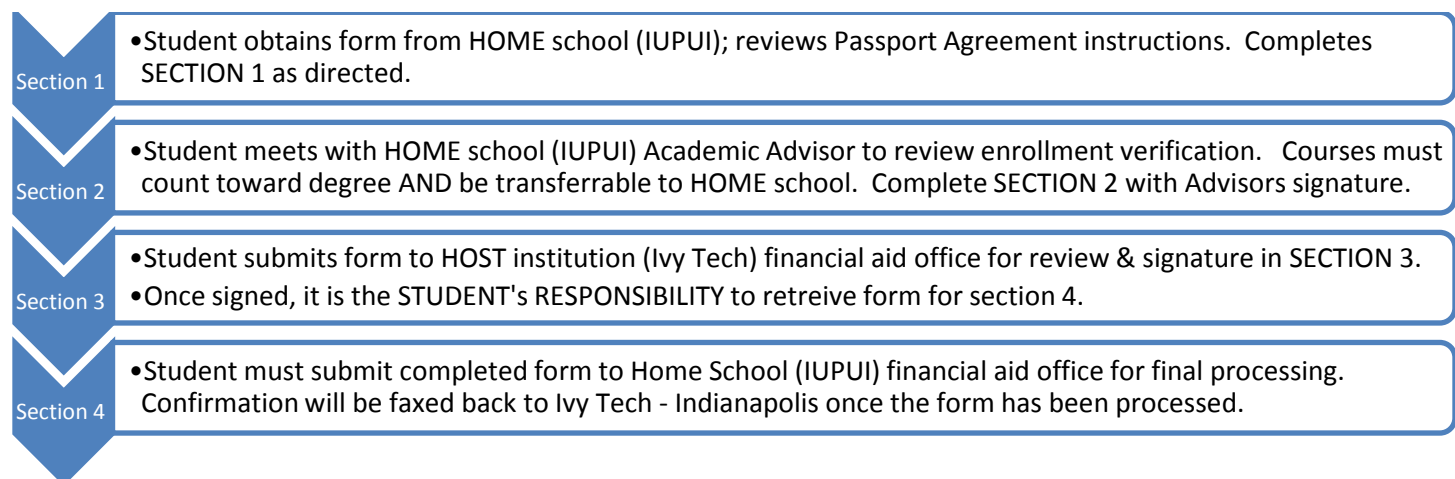
PRINTED name of Financial Aid Representative Contact Phone #

Passport Agreement Eligibility

Students often enroll simultaneously at IUPUI and the Ivy Tech – Indianapolis campus and want to combine the hours at both institutions for financial aid purposes. It is possible to receive financial aid under these circumstances as long as the following requirements are met.

- 1) Students must have a completed and **valid FAFSA on file** with the HOME (IUPUI) institution.
- 2) This process must be completed **EACH semester** for which the student wishes to receive aid. INCOMPLETE forms will not be accepted.
- 3) Your financial aid will be **awarded by the institution from which you will receive your degree**. If you plan to enroll simultaneously at IUPUI and Ivy Tech – Indianapolis campus, you should apply for financial aid at the school from which you expect to graduate. The school from which you will graduate is the “home” institution; the cooperating or visiting school is the “host” institution.
- 4) Passport Agreements can only be completed for UNDERGRADUATE students.
- 5) You must take enough hours (minimum 6 credits) to qualify for financial aid. If you enroll simultaneously at IUPUI and Ivy Tech – Indianapolis campus, the total registration hours between the two schools will be used to determine your financial aid eligibility.
- 6) **You may receive financial aid only for courses that transfer to the HOME INSTITUTION (IUPUI) and count as hours toward your degree**. The transfer of credits earned at either IUPUI or Ivy Tech – Indianapolis are NOT automatic. The student MUST supply an official copy of grades to the Registrar Office for review. Classes taken at the HOST INSTITUTION (Ivy Tech) that do not transfer to the HOME INSTITUTION (IUPUI) or do not count as hours towards your degree will be at your expense.

Steps to complete Passport Agreement



COMMONLY ASKED QUESTIONS:

WHAT IS THE DIFFERENCE BETWEEN THE HOME AND HOST SCHOOL?

The “Home School”:

- is where the student is enrolled in a degree or certificate program and is the parent institution for all financial aid matters.
- is responsible for processing and disbursing aid and monitoring student eligibility as well as performing Return of Title IV calculations or aid cancellation if the student withdraws or fails to enroll as intended.
- will accept transfer credit if the student receives a grade of “C” or better and is making satisfactory academic progress towards a degree.

The “Host School”:

- is where the student is visiting to take part of his/her program requirements
- agrees NOT to provide financial aid to the student for the term specified
- agrees to notify the *Home* school of any changes in the student’s enrollment.

HOW LONG DOES THIS PROCESS TAKE TO COMPLETE?

Student must allow 7 – 10 business days for processing time once final document is submitted to HOME INSTITUTION. Financial aid cannot be disbursed until this process is complete.

CAN THIS PASSPORT AGREEMENT BE COMPLETED FOR OTHER IVY TECH CAMPUSES?

No. This Financial Assistance Agreement is between IUPUI and Ivy Tech Community College-Indianapolis. (Region 8) Distance Learning classes taken through other regional campuses of Ivy Tech are NOT included in this agreement.

IF I’M ONLY RECEIVING FINANCIAL AID AT THE HOME SCHOOL, HOW IS THE BILL PAID AT THE HOST SCHOOL?

The STUDENT is responsible for paying the HOST INSTITUTION for any course charges and must make alternative financial aid arrangements for tuition payments and purchasing books prior to receiving a balance (or refund) of any anticipated financial aid. The HOME INSTITUTION will not make payment directly to the other school (with the exception of SSACI & CVO awards – see below).

I’D LIKE TO USE MY CVO BENEFITS TO PAY CHARGES AT BOTH SCHOOLS. HOW DO I DO THAT?

Students who wish to participate in a Passport agreement must apply directly to the Host School to use their CVO. In order to utilize these CVO benefits while participating in a Passport Agreement, the student must have the following items at **BOTH** the HOST and HOME institutions:

- MUST meet SAP standards
- MUST have valid FAFSA on file
- MUST have valid CVO form submitted

Each school is responsible for reporting use of the CVO, drawing funds from the state and maintaining all applicable records. Both the Home and Host School will work with SSACI to track hours used and hours of remaining eligibility.

I’VE BEEN AWARDED A SSACI GRANT AT IUPUI. HOW DO I USE THAT TO COVER TUITION AND FEES AT IVY TECH – INDIANAPOLIS?

Students CAN receive SSACI awards if they meet SSACI eligibility requirements and attend Ivy Tech – Indianapolis under a completed Passport Agreement. This award will appear on the student record as “SSACI HEA Passport Grant”.

The amount awarded under this title is the amount of the IVTC allowable charges (tuition and fees) **not to exceed** the remaining award amount after fees have been paid at IUPUI. The IUPUI Financial Aid Office, upon determining the amount available for IVTC charges, will send a **check payable to Ivy Tech – Indianapolis directly to cover charges**. Completed passport form must be submitted by the 25th day of the semester to be eligible to include enrollment to receive SSACI funds.