

# Passport Financial Assistance Agreement

Indiana University Purdue University - Columbus

Ivy Tech Community College - Columbus

Passport is a coordinated program between Ivy Tech Community Columbus and Indiana University Purdue University Columbus (IUPUC) that allows students to be enrolled simultaneously at each institution. Students may be eligible to receive financial aid assistance when participating in the Passport Financial Assistance Agreement program if they meet the following criteria:

- Complete a Free Application for Federal Student Aid (FAFSA) with the HOME institution and provide all requested documentation to the Financial Aid Office at the HOME institution;
- Complete a Passport Financial Assistance Agreement for each semester in which you are requesting financial aid to the home institution by the end of the first week of classes; and
- Enroll in a minimum of 3 credit hours at each the HOME and HOST institution (minimum of 6 total credit hours).

Your financial aid will be determined and awarded by the institution awarding your degree. You may only receive financial aid for courses which transfer to your certificate / degree program at the HOME school.

## Instructions:

- Step 1: Complete and sign Section 1 - Student Information
- Step 2: Meet with Academic Advisor from your HOME institution to review enrollment and provide signature in Section 2. Courses must count toward your certificate/degree program and be transferable to the HOME institution.
- Step 3: Submit form to the Financial Aid Office at the HOST institution for review and signature in Section 3.
- Step 4: Submit form to the Financial Aid Office at the HOME institution for final processing.

## Which school is my HOME / HOST institution?

**HOME institution** = the school where you are enrolled in a degree-seeking program and where you will earn your degree. The HOME institution will also process and disburse your financial aid.

**HOST institution** = the school you are visiting to complete part of your degree program requirements.

## Can the Passport Financial Assistance Agreement be used at another campus?

The Passport Financial Assistance Agreement can only be used between IUPUC and Ivy Tech Community College - Columbus. **All courses (including online and distance learning) must be taken through IUPUC or Ivy Tech - Columbus campuses.** Courses taken at other campuses may not be used to determine your financial aid eligibility.

## How will my bill be paid at the HOST institution?

The HOME institution Financial Aid Office will process and disburse all of your financial aid. You must make arrangements with your HOST institution for tuition, fees and books. The HOME institution will not directly pay the HOST institution (except for O'Bannon Grant and 21<sup>st</sup> Century Scholars Grant which will be paid directly between the schools).

- You may use CVO benefits (if you qualify) to pay for tuition and allowable fees at the HOST institution. In order to use CVO funds, you must complete a FAFSA and CVO form for both the HOME and HOST institutions, and you must meet Satisfactory Academic Progress at each institution.

*A Passport to IUPUC office has been established in The Columbus Learning Center, Suite 1207, to assist students. For more information contact Geneva Foster, PASSPORT Coordinator, at 812-348-8541 or [passport@iupuc.edu](mailto:passport@iupuc.edu).*

**SECTION 1 - STUDENT INFORMATION**

Name: \_\_\_\_\_ Home Institution: [ ] IUPUC [ ] Ivy Tech-Columbus  
(Please Print)  
IUPUC Student ID #: \_\_\_\_\_ Ivy Tech Student ID#: \_\_\_\_\_

Semester for which you are requesting financial aid (select only one): [ ] Fall 2011 [ ] Spring 2012 [ ] Summer 2012  
List the courses you are enrolled in at the **HOST** School. You may only receive financial aid for courses that apply to your certificate or degree program. You will not receive financial aid for courses that do not apply to your program.

Course #	Course Title	# of Credit Hours

*By signing below, I certify the above courses apply toward my certificate/degree program and are transferable to the HOME institution. I understand that it is my responsibility to deliver this agreement to the financial aid office at each institution each semester. I give my permission for either the HOME or HOST institution to release information to the other institution about my grades and attendance in the above courses. I understand that I must be enrolled in at least 3 credit hours each semester at each institution, and that I must attend and maintain enrollment in these courses to remain eligible for financial assistance. I agree to notify the HOME school Financial Aid Office if I stop attending, drop or withdraw from any of the courses listed above*  
Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 - ACADEMIC ADVISOR SECTION - to be completed by your HOME institution academic advisor**

By signing below, I certify that the above courses count toward this student's certificate or degree program and are transferable to his/her program at the HOME institution.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_ Institution: [ ] IUPUC [ ] Ivy Tech - Columbus  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3 - FINANCIAL AID OFFICE SECTION**

HOST INSTITUTION: By signing below, the HOST institution agrees not to provide financial aid to the student for the specified term and to notify the HOME institution of any changes in the student's enrollment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOME INSTITUTION: By signing below, the HOME institution agrees to process and disburse financial aid to the student for the term specified. The HOME institution is the degree-granting institution and is responsible for all financial aid requirements, including satisfactory academic progress, verification, disbursements, refunds, and repayments.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE FOR ELIGIBILITY**

Completed and signed agreements must be submitted to your home institution by the end of the first week of classes that corresponds to your term of enrollment.

