
2019-2020 GVSU/NCMC Concurrent Enrollment Form

By completing this concurrent enrollment form, students enrolled at Grand Valley State University and North Central Michigan College may receive financial aid based on the total number of credits enrolled at both GVSU and NCMC. This form is only to be used if you are receiving financial aid at GVSU. Please note: if you are planning to enroll fulltime at GVSU you do not need to complete this form. **This application is due by the 100% tuition refund deadline at GVSU each semester. Late forms will not be processed.**

Name: _____ GVSU Student ID Number: _____
 Major: _____ NCMC Student ID Number: _____
 Preferred E-mail: _____ Phone Number: _____

Step 1: Concurrent Enrollment Policies – Please initial to indicate that you agree to the policies.

Please initial next to each that you understand and agree to the policy.

- _____ 1. I understand that my financial aid may be reevaluated based on my enrollment at GVSU and at NCMC. If my enrollment changes I will submit a new class schedule.
- _____ 2. I understand that I may receive aid to repeat a previously passed course one additional time.
- _____ 3. I understand that credits are verified as of the 5th day of class at GVSU each semester. Financial aid is based on the combined credits as of that date.
- _____ 4. I understand that if I completely withdraw from both schools, my financial aid will be recalculated.
- _____ 5. I am responsible for paying the bill at NCMC. Financial aid will not be transferred or released early for students participating in the concurrent enrollment program.
- _____ 6. If I have already earned a Bachelor's degree, I am not eligible for this program.
- _____ 7. If I do not successfully pass my attempted credits at NCMC, I may not be eligible to participate in concurrent enrollment in the future.
- _____ 8. I am responsible for having my NCMC transcript sent to the GVSU Records Office after the semester at NCMC has ended. My credits earned at NCMC will not be transferred to GVSU until this is done.

Step 2: What is the enrollment period to be verified?

(Choose one. A new form must be submitted each semester.)

- Fall (*August-December*)
 Winter (*January-May*)
 Spring/Summer (*May-August*)

Step 3: Please attached a copy of your course schedule and your tuition bill at NCMC.

If your schedule and bill are not included, this form will not be processed. If you have not registered for courses yet, please contact the GVSU Office of Financial Aid & Scholarships.

Step 4: Required Signatures

As part of the concurrent enrollment process, you must meet with your academic advisor. Please bring this form to your meeting. This section must be completed by your academic advisor.

Please list the courses and their GVSU equivalency the student is enrolled in for this semester at NCMC:

NCMC Courses	GVSU Courses

GVSU Advisor Signature

I verify that the courses taken at the host institution will apply towards the student's program of study at GVSU.

Advisor's Name _____ Advisor's E-mail Address _____

Advisor's Signature _____ Date _____

Student Signature

I authorize GVSU and NCMC to release to one another enrollment and transcript information needed to process my financial aid award. I understand my GVSU financial aid will not apply to my GVSU account until my enrollment is verified. Furthermore, I realize **I am not eligible for any financial aid through North Central Michigan College, and I will have to pay their tuition when due.**

I have been admitted into a degree-seeking program at GVSU and wish to take additional course(s) at NCMC. I verify that courses I am taking at NCMC are applicable to my program of study at GVSU. I understand that if classes taken at NCMC do not apply towards my program of study my financial aid could be adjusted or cancelled. **I declare GVSU as the home institution for purposes of receiving financial aid.**

Student Signature: _____ Date: _____

Please return your completed form and documentation to the **Office of Financial Aid & Scholarships**. Be sure to include your name and **G Number** on all pages. Missing documentation will delay processing.