



Purpose: This form allows you to take classes at another school (the **Host Institution**) and have those credits count toward your financial aid at Tulsa Community College (the **Home Institution**).

Eligibility Rule: To use this agreement, you must be a degree-seeking student at TCC and be enrolled in at least one course at TCC that counts toward your program of study (major) during the semester you are requesting aid.

Student Instructions & Responsibilities

- **Payment:** TCC does not pay the other school for you. You are responsible for paying all tuition and fees at the Host Institution by their deadline, even if your TCC aid has not been sent yet.
- **Course Applicability:** All classes taken at the Host Institution must be required for your specific degree or certificate program at TCC. A TCC Academic Advisor must certify that these courses are needed.
- **Grades and Transcripts:** You must provide the TCC Financial Aid Office with a copy of your grades from the Host Institution as soon as the semester ends. Additionally, you are required to submit an updated official transcript from the Host Institution to the TCC Registrar (Records Office). Failure to provide these documents will result in an adjustment to your financial aid and you may have to pay back funds.
- **Changes in Enrollment:** You must immediately notify the TCC Financial Aid Office if you drop, withdraw from, or stop attending any of the host school courses listed on this agreement. We only need to know about the specific courses approved for this consortium.
 - **Important:** If you withdraw or fail to complete your classes after getting aid, federal law requires us to calculate how much money you "earned" based on your attendance. You will be required to pay back any unearned funds to TCC or the U.S. Department of Education.

SECTION A: Student Information (To be completed by Student)

Student Name: _____ **TCC ID (CWID):** T_____

Host School Name: _____

Semester you are requesting to be covered by this agreement (Circle only one):

FALL 2026 | SPRING 2027 | SUMMER 2027

Reason for attending Host School: _____



Required Attachments: You must attach a copy of your Class Schedule and Billing Statement from the Host Institution

Course Name & Number	Course Title	Number of Credit Hours

I certify that I am seeking a degree at TCC and will not receive financial aid at the Host Institution. I understand that I must be enrolled in at least one TCC course that counts towards my primary program of study to be eligible.

Student Signature: _____ Date: _____

SECTION B: TCC Academic Approval (To be completed by your TCC Academic Advisor)

I have reviewed the courses listed above and confirm they are required for the students' primary Program of Study (major) and are fully transferable for credit.

Advisor Name: _____ Date: _____

Advisor Signature: _____

SECTION C: Host Institution Certification (To be completed by Host Financial Aid Office)

By signing below, the Host Institution confirms the student is enrolled for the courses listed in Section A. We agree that Tulsa Community College will serve as the primary/home school for financial aid. We certify that our office will not award this student any federal financial aid for the specified term.

Name: _____

Job Title: _____

Signature: _____ Date: _____

Email: _____ Phone: _____