

# Concurrent Enrollment Form

Office of Financial Aid  
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Morehead, KY 40351  
Phone 1-800-585-6781  
Fax: 606-783-2293  
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You must contact the MSU Financial Aid Office if you intend to take less than six credit hours per semester through MSU.  
Example: 3 hours MSU, 3 hours concurrent totaling 6 hours.

Note: In order to be considered for Title IV aid purposes, this form must be completed with all signatures and turned in to the Morehead State University Office of Financial Aid prior to the last day to add a full term/semester class according to the official Morehead State University academic calendar.

**\*It is the student's responsibility to obtain all required signatures and submit this form to the Office of Financial Aid.**

**STUDENT SECTION:** (To be completed by the Student) MSU Student ID#: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

MSU Information (Home Institution): \_\_\_\_\_

Major: \_\_\_\_\_ Degree Being Sought: \_\_\_\_\_

Academic Advisor's Name (Please print): \_\_\_\_\_

I plan to take the following course(s) at: \_\_\_\_\_ as a visiting student.  
(Name of College/University)

Department Course #:	Name of Course:	# of Credit Hours for course:
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Term of Enrollment in classes listed above (Note: You must complete a separate form for each semester/term.):

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_ Year \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVISOR SECTION:** (To be completed by student's MSU advisor or Extended-Campus Center Director.)

I certify that the course(s) listed above are fully creditable toward the student's degree at MSU. Advisor's Name (Please print): \_\_\_\_\_

Signature of MSU Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**VISITING INSTITUTION SECTION:** (To be completed by the **REGISTRAR** of school student is visiting.) I certify that the above named student has registered for the course(s) listed above. If this student's enrollment status changes, I agree to contact Morehead State University of the change as it occurs. If the student were enrolled on a **full-time basis for a full academic year**, the actual tuition and fees charged to the student would be \$ \_\_\_\_\_

Signature of **REGISTRAR**: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar email: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO MOREHEAD STATE UNIVERSITY OFFICE OF FINANCIAL AID**

# Concurrent Enrollment Form

A CONCURRENT ENROLLMENT FORM is an agreement between Morehead State University and another school in order to provide financial aid to a student based on the total number of hours for which the student is enrolled at all schools.

The school at which the student expects to receive their degree is considered the "home" school and the other school(s) is considered the "visiting" school(s).

The home school is responsible for determining eligibility and disbursing the financial aid to the student. Financial aid is awarded based on the cost of both schools.

The visiting school is responsible for certifying the number of hours in which the student is enrolled. The visiting school's **Registrar** must complete the CONCURRENT ENROLLMENT FORM and must notify the home school of any change in the student's enrollment status.

A CONCURRENT ENROLLMENT FORM must be completed for each period of enrollment (semester or summer term). A student cannot receive aid from more than one school during each period of enrollment.

## **The student should take the following steps:**

1. You must inform MSU of your intent to attend more than one school, and obtain a "Concurrent Enrollment Form." You may print the form from our website.
2. You must complete the student section of the agreement, have your MSU advisor complete the advisor section of the agreement, and then take the agreement to the visiting school for verification of enrollment.
3. It is the student's responsibility to obtain all required signatures and to make sure that the complete concurrent enrollment form is received by the MSU office of Financial Aid prior to the last day to add a full-term/semester class according to the official MSU academic calendar. Title IV awards cannot be processed for forms received after the deadline.
4. **Incomplete forms will NOT be processed.**
5. You must meet all other eligibility requirements as regular students.
6. You must be admitted to MSU in a degree-seeking program.
7. You must have on file in our office the results of your Free Application for Federal Student Aid (FAFSA), and any other required form to constitute a complete file.
8. Your verification must be completed, if applicable, prior to the disbursement of funds.
9. Only courses required for your major at the home school can be considered when determining enrollment.
10. **Students must be enrolled 6 credits hours or more through MSU.**

You must contact the MSU Financial Aid Office if you intend to take less than six credit hours per semester at MSU. Students are responsible for paying their fees at the "visiting institution" in accordance with any agreement for payment of fees. Students may receive funds directly from the "home institution" that are intended for payment of fees at the "visiting institution".