

Dear Appalachian Learning Alliance Student,

Congratulations on your decision to seek a degree through the Appalachian Learning Alliance. At times you will be taking Community College courses and Appalachian State University courses during a semester and/or summer term. During those semesters/terms you will be eligible to apply for financial aid through the Appalachian Learning Alliance Consortium Application.

When you apply for financial aid through the Appalachian Learning Alliance Consortium Application, you should complete these steps:

Application Process

- Complete the appropriate Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Check your AppalNet account to determine if any additional documents are required to complete the processing of your FAFSA.
- Apply for acceptance or be enrolled in one of the Office of Distance Education Undergraduate Degree Programs.
- The Appalachian Learning Alliance institutions are: Caldwell Community College, Catawba Valley Community College, Cleveland Community College, Forsyth Technical Community College, Isothermal Community College, Mayland Community College, McDowell Technical Community College, Surry Community College, Western Piedmont Community College and Wilkes Community College.
- You may receive financial aid for coursework at a North Carolina community college that is not part of the Appalachian Learning Alliance with approval from the Office of Distance Education, Appalachian's Office of Student Financial Aid, and the financial aid office at the community college you wish to attend.
- Complete the following *Consortium Agreement Application* and submit it to Appalachian State University's Office of Distance Education.
- All Community College courses must be transferable to Appalachian State University to meet your degree requirements. Be aware that only grades of "C" or better in your community college courses will transfer to Appalachian.

Financial Aid Awarding and Disbursement

- Your financial aid award package will be developed according to all federal, state, and institutional student eligibility requirements, policies and procedures and the hours of enrollment that you report on this form.
- Your financial aid award package will be posted on your Appalnet account. Read the Terms and Conditions before accepting your financial aid.
- Your financial aid will be disbursed according to the appropriate policies and procedures. Generally, if financial aid requirements are complete prior to the beginning of classes for the semester, your financial aid will be credited to your student account to satisfy your Appalachian State University tuition and fees. (Be aware that financial aid refunds are generally not available before community college billing due dates.) Note that if your transcript for a previous term at a community college has not been received, your financial aid will not be disbursed until those grades have been received and have been posted to your academic transcript.

- At the end of the drop/add period for the community college and Appalachian State University, your hours of

- At the end of the drop/add period for the community college and Appalachian State University, your hours of enrollment must match the hours on which your financial aid award package was developed. The community college will be required to notify the Appalachian State University Office of Student Financial Aid of your actual hours of enrollment in the community college courses. If you are enrolled in fewer hours than anticipated, your financial aid award package will be revised. This could require a repayment of some or all of the funds disbursed.
- If you stop attending all of your classes, you are required to officially withdraw from the University. When you withdraw from the University, the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the amount of financial aid to be returned to the respective programs.

At the End of the Semester

- Within three weeks after the end of your exams at the community college, submit a copy of your transcript to the Office of Transfer Services, John Thomas Hall, ASU Box 32166, Boone, NC 28608- 2054. Failure to do so within the three-week timeframe may indicate that you are an unofficial withdrawal and the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the financial aid that must be returned to the programs.
- Plan to submit the *Consortium Agreement Application* for the next enrollment period that you will be taking courses at an Appalachian Learning Alliance Community College and Appalachian State University courses. Submit your *Consortium Agreement Application* to Distance Education for approval. Distance Education will forward your approved agreement to the Office of Student Financial Aid.
- Complete the Renewal FAFSA at the appropriate times.

Once your approved agreement has been submitted, you may view your application status by logging onto your AppalNet account and clicking on *Self Service* and *Financial Aid*.

We look forward to working with you as you work toward your educational goals.

Sincerely,

Office of Student Financial Aid

Keep this information for future reference.

Notes:

Appalachian Learning Alliance Consortium Agreement

Students in the Appalachian Learning Alliance who will be taking a combination of Appalachian Learning Alliance Community College courses and Appalachian State University courses must complete this Consortium Application each semester or summer term for which they wish to receive financial aid.

To be eligible to apply for a Consortium Agreement you must:

- Be enrolled in a participating North Carolina Community College course and an Appalachian State University course during the same semester.
- Take a course at a participating North Carolina Community College that is transferable to your degree program at Appalachian State University.
- You may receive financial aid for coursework at a North Carolina community college that is not part of the Appalachian Learning Alliance with approval from the Office of Distance Education, Appalachian's Office of Student Financial Aid, and the financial aid office at the community college you wish to attend.
- Complete this form by listing the Appalachian State University courses **AND** the community college courses for which you plan to enroll. Understand that if the actual courses you register for are different from those listed on this form, you may be required to repay part or all of the financial aid previously awarded. It is your responsibility to send your agreement to Distance Education. If approved, Distance Education will forward your agreement to the Office of Student Financial Aid.
- Not be receiving financial aid at any other institution.
- Notify the Office of Distance Education and the Office of Student Financial Aid if you stop attending any or all of your classes.
- Submit your community college transcript to the Appalachian State University Office of Transfer Services, ASU Box 32166, Boone, NC, 28608-2054 **within three weeks after the last day of exams for each semester.**

Name _____
Last
First
Middle

Banner ID (900)

Address _____
Street
City
State
Zip

Email Address _____

Expected Graduation Date _____

For which semester/year are you completing this form?
Spring
Summer
 Fall _____
Year
Year
Year

Name of the Community College you plan to attend _____

Cohort Degree Program in which you will be enrolled _____

List all courses you will be taking for the semester (ASU and Appalachian Learning Alliance Community College Courses):

Course Number	ASU or Community College Course	First Day of Classes (Month/Day/ Year)	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web- based or Hybrid Course?
Example: MAT 1020	ASU	08/21/2006	12/13/2006	3	Seated

Course Number	ASU or Community College Course	First Day of Classes (Month/Day/)	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web-based or Hybrid Course?

Contact the Office of Student Financial Aid at 828-262-2190 or financialaid@appstate.edu if your plans for enrollment change after you submit this application. Your eligibility will be recalculated if you do not enroll in the courses you have listed and you may be required to repay part or all of the financial aid you received.

To check the status of this application, log onto your AppalNet account and click “Self Service” and “Financial Aid.”

I certify that I have read and agree to abide by the Appalachian Learning Alliance Financial Aid Consortium Application Guidelines.

Signed _____ Date _____

You may fax, mail, email, or hand-deliver documents to:

Appalachian State University
 Distance Education
 ASU Box 32054
 Boone, NC 28608
[University Hall, 2nd Floor](#)
Fax Number: 828-265-8673
Email: distance@appstate.edu