

Appalachian State University
Office of Student Financial Aid

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.
- Understand that courses taken at an institution that is not a member of the Appalachian Learning Alliance will not automatically be considered. 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.
- Complete and submit the enclosed *Consortium Agreement Application* to the Appalachian State University Office of Distance Education. All Community College courses must be transferable to Appalachian State University to meet your degree requirements.

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.
- 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 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 mean 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 your Program Manager in Distance Education for approval. Your Program Manager 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 STATE UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID**

**APPALACHIAN LEARNING ALLIANCE
CONSORTIUM APPLICATION**

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 an Appalachian Learning Alliance Community College course and an Appalachian State University course during the same semester.
- Take a course at one of the Appalachian Learning Alliance Community Colleges that is transferable to your degree program at Appalachian State University.
- Courses taken at an institution that is not a member of the Appalachian Learning Alliance will not automatically be considered.
- Complete this form by listing the Appalachian State University courses and the Appalachian Learning Alliance 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 the Office of Distance Education for your Program Manager's approval. If approved, your Program Manager 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 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

Student ID _____

Address _____
Street
City
State
Zip

E-mail Address _____

When do you plan to graduate? _____

For which semester/year are you completing this form? Enter the year beside every semester you plan to attend: Fall 20____ Spring 20 _____ Summer 20 _____

Name of the Appalachian Learning Alliance 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

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.

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

Signed _____ Date _____

Return or fax this application to:
 Appalachian State University Office of
 Distance Education Attn: CA Program
 Manager ASU Box 32054
 Boone, NC 28608-2054
 Fax: 828-265-8673

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