

**FINANCIAL AID OFFICE
TRANSIENT CREDIT AUTHORIZATION**

F1TCAT

PURPOSE OF THIS FORM

This form, when appropriately completed, represents an approved consortium agreement between Embry-Riddle Aeronautical University and the post-secondary school reported in Section III of the form. Embry-Riddle, as the home institution, is responsible for the disbursement of any and all financial aid awards and assumes responsibility for monitoring all compliance issues associated with this agreement.

GENERAL INSTRUCTIONS

ERAU financial aid students who plan to enroll in a course(s) with another educational institution must provide all information in Section I. Section II is to be completed by appropriate personnel at the attending institution, and Section III is to be completed by appropriate post-secondary school personnel.

NOTE: Completion of Section III by the secondary school represents confirmation of enrollment for the course (s) listed in Section I of this form. As such, the signature date affixed in Section III of this form must not be prior to the start of classes. If the signature date is prior to the start of classes, this form will be returned for resubmission to the post-secondary school for appropriate signature date. Section IV is to be completed by the appropriate Financial Aid Administrator at the post-secondary school referenced in Section III.

SECTION I INSTRUCTIONS

This section must be completed in its entirety by the student. A copy of a tuition invoice as well as a copy of the course(s) registration must accompany this form. All signatures required in Section II, III, and IV of the form must be affixed. To ensure timely payment of financial aid awards, this entire completed form should be returned to the Campus Financial aid Office within the first week of classes at the school listed in Section III of the form.

Review all instructions and complete form. Read statement of understanding completely before signing and dating form. In addition to the academic transcript you are to provide to ERAU, you will also be required to provide a Financial Aid Transcript from the post-secondary school listed in Section III of the form.

SECTION II INSTRUCTIONS

This section is to be completed by the Office of the Registrar. For financial aid purposes, this form should be completed only if the course(s) listed in Section I is applicable, and will be accepted for credit toward the student's degree program. The **original copy** of the completed form is to be submitted to the Financial Aid Office.

SECTION III INSTRUCTIONS

As noted above in General Instructions, this form should not be signed or dated prior to the start of classes for the course(s) listed in Section I.

SECTION IV INSTRUCTIONS

Signature of the Financial Aid Administrator signifies the student is not receiving any financial assistance through the post-secondary institution shown in Section III, and that information reflected on the reverse side is representative of the student's status at that institution.

**FINANCIAL AID OFFICE
TRANSIENT CREDIT AUTHORIZATION**

F1TCAT

SECTION I

TO BE COMPLETED BY STUDENT (Home Institution)

Name _____ ERAU ID # _____

Post-Secondary School _____ I request permission to attend the following course(s) with the above named post-secondary school.

Course # _____ Course Title _____ Credit Hours _____

Term Dates: From: ____/____/____ To: ____/____/____ Course Cost(s): Tuition _____ Fees _____

Course # _____ Course Title _____ Credit Hours _____

Term Dates: From: ____/____/____ To: ____/____/____ Course Cost(s): Tuition _____ Fees _____

Reason for Request _____

I understand that if this enrollment is approved by ERAU, I hereby authorize the release of data concerning my enrollment to agencies and individuals responsible for the payment of Financial Aid and to those responsible for maintenance of my academic record. I agree to request an official transcript to be sent directly to ERAU listing the grade(s) for the course(s) above in order to be given credit toward my degree program. Further, I understand that I am responsible for all costs incurred for this enrollment. If eligible to receive a Pell Grant, the disbursement will be credited to my ERAU student account.

Student's Signature _____ Date _____

SECTION II

TO BE COMPLETED BY ERAU (Home Institution)

Request Approved ____ Request Disapproved _____

Registrar/Signature of Primary School's Official _____

Reason _____

Name (print)

Title Date

SECTION III

TO BE COMPLETED BY THE POST SECONDARY SCHOOL (Host Institution)

I, as Registrar, certify that the student is enrolled in the course(s) listed above as evidenced by the attached copy of a registration invoice.

School

Registrar/Signature of Secondary School's Official

School Phone Number

Name (print)

Title Date

SECTION IV

TO BE COMPLETED BY THE POST SECONDARY SCHOOL FINANCIAL AID ADMINISTRATOR (Host Institution)

I, as Financial Aid Administrator, certify that the student is not receiving financial assistance for the course(s) listed above.

School

Financial Aid Administrator/Signature of Secondary School's Official

School Phone Number

Name (print)

Title Date