This form must be completed by all parties and returned to the MACC Financial Aid Office before the beginning of the term, to provide time for processing and/or adjusting awards.
INSTRUCTIONS TO STUDENT

You must be a degree-seeking student in good standing at MACC. Your courses must be required for your degree program and must be approved by the Registrar at MACC.

You must do the following:
1. Provide your complete name, MACC student ID, mailing address, phone number, and email address. NOTE: you are responsible for updating this information in your permanent file.
2. Give this form to the Host Institution for completion.
3. Have the Host Institution complete their section of this form, as well as notify your lender of your enrollment status while you are a visiting student. This must be done to keep your loans in deferment.
4. Financial aid processed by, and received at, MACC will be applied to your balance due to MACC and any funds left will be available for you to pick-up in the Business Office at MACC. It is your responsibility to pay the charges on your account at the Host Institution. If you drop or change classes at the Host Institution, you must notify the Financial Aid Office at MACC immediately.
5. Notify the MACC Financial Aid Office of any change to your enrollment in the semester (withdrawals).
6. Provide MACC an official transcript from the Host Institution at the conclusion of the semester.

INSTRUCTIONS TO HOST INSTITUTION OFFICIALS

1. The student named on page one of the form has been admitted to MACC as a degree-seeking student.
2. MACC shall administer and disburse all financial aid for this student during the period of enrollment indicated below.
3. The student’s financial aid award calculation will be based on the student’s combined enrollment status at each institution;
4. The cost of attendance on which financial aid will be determined will be based on the student’s tuition, fees, and room and board costs at each institution.
5. No financial aid will be processed by the Host Institution.
6. The Host Institution agrees to notify the MACC Financial Aid Office in the event of any change in the student’s enrollment status. This agreement can be canceled by either institution upon written notification.
7. At the conclusion of each semester, the Host Institution will send an official transcript to MACC for monitoring of Satisfactory Academic Progress.
8. Please attach a copy of the statement of fees for the semester indicated on page 1. Include all institutional charges: tuition, fees and room and board charges.
9. Please provide a copy of the student’s schedule for the semester indicated on page 1.
10. Please provide exact dates of enrollment for the semester in which the student plans to be a visiting student.
11. Please notify the MACC Financial Aid Office, within 14 days, if the student changes his/her schedule or drops a class.
12. By signature on this form, you certify that the student is enrolled as a visiting student at your institution and that no financial aid will be processed for the student while attending as a visiting student.

INSTRUCTIONS TO MACC OFFICIALS

1. The Registrar must sign this form, certifying the student named on page 1 has permission to take the courses listed at the Host Institution and the courses are required for the student's MACC degree.
2. A representative of the MACC Financial Aid Office must sign this form, certifying the student named on page 1 has permission to attend the Host Institution and the MACC Financial Aid Office will process financial aid for this student for the semester indicated.
3. MACC will review financial aid eligibility for this student and will collect and retain all records needed to determine eligibility for federal, state and institutional financial aid programs (including grants, loans, scholarships and work-study).
4. MACC will combine the enrollment status at each school to determine eligibility.
5. MACC will calculate the Cost of Attendance using the student’s tuition, fees, and room and board from each school, in addition to the standard allowances MACC uses for books/supplies, miscellaneous and transportation.
6. MACC will issue an award letter to disclose financial aid programs awarded, disbursement dates, and the terms of financial aid being awarded. Additionally, the award letter will provide policies for Satisfactory Academic Progress and the Return to Federal Funds for dropped classes.