This packet consists of three parts – the Host School Credit Evaluation Form, the Visiting Student Conduct Policy, and the Financial Aid Consortium Agreement. All parts must be completed and approved.

NATIONAL HISPANIC UNIVERSITY
HOST SCHOOL CREDIT EVALUATION FORM

PLEASE PRINT/CONSULT WITH ACADEMIC ADVISING FOR ASSISTANCE

Student Name_________________________________________ Academic Year ______________________

Department ___________________________ Major ___________________________

Host School _____________________________________________________________________________

Location (city, state, country) _____________________________________________________________________________

Term of Enrollment/# NHU Credits: ☐-Summer/____; ☐-Fall/____; ☐-Winter/____; ☐-Spring/____

To attend: ☐-Quarter or ☐-Semester # of Weeks in Each Term: __________

<table>
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<tr>
<th>Host School Course</th>
<th># Host School Credits</th>
<th>NHU Equivalent Course</th>
<th># NHU Credits</th>
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Obtain Signatures in the Following Order:

1) Advisor Approval __________________________________________ Date ______________________

2) Dept. Chair _____________________________________________ Date ______________________

4) Bursar Supervisor ________________________________________ Date ______________________

5) Director of Financial Aid _________________________________ Date ______________________

6) Provost _______________________________________________ Date ______________________
VISITING STUDENT COURSE CONDUCT POLICY

Due to a variety of issues including University/faculty liability, the image of the National Hispanic University, and most importantly student security and safety, the University requires students to adhere to the following policy.

Students enrolled in a visiting student, travel course or study abroad program are subject to all the rights, responsibilities, and sanctions provided for in the National Hispanic University catalog and student handbook. In addition, any student enrolled in a visiting student, travel course or study abroad program who engages in conduct deemed detrimental to the course program, including but not limited to the following, is subject to immediate removal from the program, expulsion back to the U.S. at their own expense if overseas, and an earned "F" for the course:

- Failure to participate in on-site activities
- Failure to get instructor approval for any off-program travel or events
- Engaging in disruptive or hazardous conduct, such as fighting, verbal abuse, or other actions deemed inappropriate by administrative personnel
- Violating laws of the United States or another host country
- Conduct that hinders the successful completion of the program for themselves or others enrolled

Any violation of these rules will be documented and communicated to the corresponding department chair and the Provost and may result in disciplinary action.

I understand this policy and agree to abide by the rules stipulated above.

_________________________________________  ______________________
Student Signature                           Date

_________________________________________
Printed Name/student ID

7) Registrar_________________________________________Date____________________
FINANCIAL AID CONSORTIUM AGREEMENT
(Once completed, return this form to the National Hispanic University’s Office of Financial Aid)

Please Read: A Consortium Agreement is an agreement between schools whereby the home school disburses federal aid for courses taken at a host school. The host school agrees not to disburse federal aid and to monitor the student’s enrollment for the home school. Consortium agreements may be made between the National Hispanic University (home school) and a host school if the student has been approved by the National Hispanic University to take coursework at the host institution that will transfer toward the National Hispanic University’s degree program. Once all portions of this packet are completed and approved, and if the student meets all other federal eligibility requirements, NHU will disburse federal aid to the University student account. NHU does not alter the financial aid disbursement schedule to meet deadlines set by the host school.

PART ONE, TO BE COMPLETED BY THE STUDENT

1. Student Name ________________________________
2. SSN ________________________________

3. Permanent Address ____________________________________________________________

4. Visited Institution Name _______________________________________________________
   Address _________________________________________________________________
   Contact Person _____________________________________________________________
   Fax Number ________________________________________________________________

5. Academic semester(s) and year(s) covered by this agreement: ______________________

6. I, ____________________________________________, understand that, if approved, this Consortium Agreement entitles me to receive financial aid, as determined by the NHU’s Office of Financial Aid, in order to offset my costs for attending the Visited Institution. I am responsible for paying any amount charged by the Visited Institution that is not covered by my Financial Aid.

_________________________________________  ________________________________
Student Signature                             Date
PART TWO, TO BE COMPLETED BY THE NATIONAL HISPANIC UNIVERSITY (Home Institution)
1. NHU agrees to:
   a. Consider the student enrolled at NHU in an eligible program of study.
   b. Accept transfer credit for all approved courses with a “C” grade or better.
   c. Maintain all records in accordance with federal regulations.
   d. Disburse financial aid funds from the student account to the visited institution for tuition and fees.
2. This agreement is approved by the Home Institution, The National Hispanic University.

_________________________________________  ________________________
Financial Aid Representative of the Home Institution  Date

PART THREE, TO BE COMPLETED BY THE VISITED INSTITUTION

1. Contact Person (if different from above) ____________________________________________
2. Address to which National Hispanic University (Home Institution) should send payments (if different from above):


3. The Visited Institution, _____________________________________________________________, agrees to
   a. Accept this student in a visiting transient status for the program listed on page 1 of this document.
   b. Not pay the student Pell Grant and/or campus-based funds or process a Stafford Loan for the student during the enrollment period.
   c. Provide the information requested below on the cost of attendance.
   d. Notify NHU if the student fails to enroll or drops below full-time status.
   e. Refund credit balances to NHU if funds are received from NHU.

Satisfactory conclusion of the program will be evidenced by an academic transcript upon written request of the student.

4. Cost of Attendance for Academic Period(s) as described in this document:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
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<tr>
<td>Room and Board</td>
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<tr>
<td>Books</td>
<td></td>
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<tr>
<td>Transportation/Travel</td>
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</table>
6. This agreement is approved by the Visited Institution, named above.

________________________________________
Financial Aid Director/Financial Aid Representative of the Visited Institution   Date
HOW THE FINANCIAL AID CONSORTIUM AGREEMENT FORM IS ROUTED

1. The student completes Part One of the Financial Aid Consortium Agreement form, wherein the student specifies what other school (the “Visited Institution”) the student will be attending, as well as the name, address, fax number and contact information of that school, and what semesters are to be covered. The student then gives the Financial Aid Consortium Agreement, with Part One completed, to NHU’s Office of Financial Aid.

   NHU Office of Financial Aid forwards the form to the Provost, who signs off on the form, indicating that the University has approved the student’s program of study at the Visited Institution. The Provost then returns the Financial Aid Consortium Agreement form to the Financial Aid Office.

2. NHU’s Office of Financial Aid then forwards the Financial Aid Consortium Agreement form, with Parts One and Two completed, to the Visited Institution. The Visited Institution completes Part Two of the Financial Aid Consortium Agreement form, and the Financial Aid Representative signs off on the form. The Visited Institution then returns the form to NHU Office of Financial Aid.

3. NHU Financial Aid Director/Representative signs off on the form, indicating that NHU will disburse aid to the student’s account because the program has been approved. In the case where the NHU will forward funds to the host institution, a copy of the form is then provided to the University’s Business Office/Student Accounts, so that payment can be sent to the Visited School.
HOW THE VISITED INSTITUTION GETS PAID FOR THE STUDENT’S PROGRAM (NHU will Check One)

☐ - TUITION PAID FROM NATIONAL HISPANIC UNIVERSITY STUDENT TUITION ACCOUNT

- The student is charged regular tuition* and fees at the National Hispanic University. If the Visited Institution’s tuition and fees are HIGHER, the additional charges are added to the student’s account here at the University.

- Financial Aid is applied to the student’s account to offset those charges.

- NHU pays the Visited Institution for the student’s tuition and fees there.

- NHU then bills the student for any charges not covered by financial aid on their NHU student account. If the student’s financial aid OVERPAYS their charges, the credit balance is refunded directly to the student. (NOTE: The student must make provisions with the Financial Aid and Student Accounts Offices prior to leaving the University in order to receive these funds).

ROOM/BOARD/BOOKS/TRAVEL, etc.

- The student is responsible for paying the Visited Institution directly for any charges besides tuition and fees.

*Regular tuition is defined as tuition before institutional discounts or scholarships are applied.

☐ - TUITION PAID BY STUDENT FROM FUNDS RECEIVED FROM NATIONAL HISPANIC UNIVERSITY TUITION ACCOUNT

- The student is charged regular tuition* and fees at NHU for any courses taken at National Hispanic University for the term.

- Financial Aid (normal NHU institutional aid rules apply to NHU credits) is applied to the student’s account to offset those charges.

- National Hispanic University refunds any Title IV credit balance to the student, who pays the Visited Institution for the student’s tuition and fees there.

ROOM/BOARD/BOOKS/TRAVEL, etc.

- The student is responsible for paying the Visited Institution directly for any charges besides tuition and fees.

*Regular tuition is defined as tuition before institutional discounts or scholarships are applied.