



Silver State Opportunity Grant (SSOG) Co-Enrollment Agreement

General Information: If you have been awarded the Silver State Opportunity Grant (SSOG) at the institution where you are seeking a degree (your “home” institution), you may qualify to take a portion of your credits at one other SSOG-eligible institution (your “host” institution). The credits you take at both your home institution and your host institution must apply toward your program of study at your home institution. SSOG-eligible institutions are: Nevada State College, College of Southern Nevada, Great Basin College, Truckee Meadows Community College and Western Nevada College.

NOTE: This agreement is for SSOG only and does not include the Millennium Scholarship or other aid you have been awarded at your home institution (including Federal Student Aid such as the Pell Grant). It is your responsibility to complete this form, including obtaining a signature from an academic advisor or counselor at your home institution and submitting the form to the financial aid office at your home institution. It is also your responsibility to follow up with *both* institutions to ensure that your request has been processed. You must complete a new form each semester that you receive the SSOG grant and intend to meet the 15-credit requirement through co-enrollment. It is recommended you complete this form prior to the beginning of the semester during which you will be co-enrolled in order to avoid having your SSOG award cancelled by the financial aid office. If your SSOG award is cancelled, completing this form does not guarantee reinstatement.

| STEP 1: Student Information | |
|--|---------------------------------------|
| First Name | Last Name |
| Email | NSHE ID# |
| Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: | |
| Home Institution: <input type="checkbox"/> NSC <input type="checkbox"/> CSN <input type="checkbox"/> GBC <input type="checkbox"/> TMCC <input type="checkbox"/> WNC | |
| Host Institution: <input type="checkbox"/> NSC <input type="checkbox"/> CSN <input type="checkbox"/> GBC <input type="checkbox"/> TMCC <input type="checkbox"/> WNC | |
| Enrolled number of credits at home institution: | Program of study at home institution: |
| Student Agreement | |
| <p>I agree to the following:</p> <ul style="list-style-type: none"> • I will provide along with this form proof of payment of fees at the host institution. I understand that any aid resulting in approval of this request will be disbursed to my student account at my home institution. • I accept responsibility for any fees or expenses not covered by financial aid. • I will notify the financial aid office at my home institution of any change in enrollment or if I withdraw from the host institution. I understand enrollment changes may affect Satisfactory Academic Progress and/or I may be required to return funds. • I consent to release my financial aid and enrollment information from the host institution to my home institution. • I will submit an official transcript from my host institution to my home institution within 30 days of the end of the term. I understand that Admissions and Records cannot guarantee how many credits will be accepted until an evaluation has been completed. • Because eligibility for future SSOG awards depends on completing 15 credits in the prior term for which it is awarded, subsequent disbursements will be delayed until an official transcript demonstrating the successful completion of credits is received from the host institution and processed at the home institution. | |
| Student Signature | Date |

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|---|-----|-------|----------|
| STEP 2: Host Institution Information | | | |
| Name of Host Institution | | | |
| City | | State | Zip Code |
| Telephone | Fax | | |

| Courses student will be taking at the HOST institution | | | |
|---|--------------|--------------|--|
| Course Number | Course Title | Credit Hours | Requirement or Elective <i>(must be applicable to degree program)</i> |
| | | | <input type="checkbox"/> Requirement <input type="checkbox"/> Elective |
| | | | <input type="checkbox"/> Requirement <input type="checkbox"/> Elective |
| | | | <input type="checkbox"/> Requirement <input type="checkbox"/> Elective |

You must visit with an academic advisor/counselor at your home institution prior to submitting this form to the financial aid office at your home institution. Forms submitted without sign off by the academic advisor/counselor will not be processed.

| | |
|--|-------------|
| STEP 3: Home Institution Academic Advisor/Counselor Statement | |
| The above listed student chooses to take the above course(s) at the host institution, and the coursework is applicable to the student's degree or certificate program at the home institution. The reason stated by the student for this choice: | |
| | |
| Home Institution Academic Advisor/Counselor (PRINT name) | |
| Home Institution Academic Advisor/Counselor Signature | Date |
| Telephone | Email |

The financial aid office at your home institution will review this agreement and, if approved, forward it to the host institution. The completed form must be received by the financial aid office at your home institution no later than the last day of classes for the semester.

| | |
|---|-------------------------------------|
| STEP 4: Home Institution Financial Aid Office | |
| Approved <input type="checkbox"/> Yes <input type="checkbox"/> No | Date forwarded to Host Institution: |
| Home Institution Financial Aid Officer (PRINT name) | |
| Home Institution Financial Aid Officer Signature | Date |
| Telephone | Email |

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STEP 5: Host Institution Financial Aid Office

(Please provide the following information and return to the financial aid office at the student's home institution listed on Page 1).

Host Institution Financial Aid Officer (PRINT name)

Host Institution Financial Aid Officer Signature

Date

Telephone

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This agreement, between the financial aid offices at the home institution and the host institution (listed above), provides that a student who is seeking a degree and enrolled at the home institution may also at the host institution and count that coursework toward the SSOG required enrollment level. Before approving the student's request, the home institution must verify that the courses taken at the host institution are applicable to the program of study at the home institution.

It is agreed that the host institution will provide educational coursework to the student submitting this form. For SSOG purposes, this student will be considered enrolled at the home institution during his/her period of study at the host institution. Because the federal EFC (Expected Family Contribution), Pell Grant and FSEOG (Federal Supplemental Educational Opportunity Grant) are part of the calculation to determine SSOG eligibility and award amount, the student must receive federal student aid (if any) at the same institution where he/she receives SSOG.

It is understood that any charges for tuition, fees, room and board and any other charges by the host institution will be the sole responsibility of the student.

The home institution will:

- Receive and process Title IV applications and award SSOG funding according to established criteria
- Perform required verification and record keeping
- Verify enrollment through the host institution before releasing funds to the student
- Disburse federal student aid and SSOG to the student's account
- Monitor the student's Satisfactory Academic Progress (SAP)
- Calculate any return of Title IV or SSOG funds as required

The host institution will:

- By signing this agreement, confirm enrollment of the student in the courses listed in Step 2
- Not provide any form of federal or SSOG grant assistance to the student
- Notify the home institution of any changes in the student's enrollment
- Notify the home institution in the event that the student receives a failing grade for coursework

For HOME institution use only

| | | |
|---|--|-------|
| Enrollment level matches Step 1: <input type="checkbox"/> Yes <input type="checkbox"/> No | Final Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date: |
| Credit hours at home institution: | Total credit hours funded: | |
| Notes: | | |