

# CONCURRENT ENROLLMENT AGREEMENT (CEA)

## Instructions

1. Complete Section A & B.
2. Submit form to UT Tyler Academic Advisor for completion of Section C.
3. Submit form to Host Institution's Registrar's Office for Completion of Section D.
4. Submit form to Host Institution's Financial Aid Office for Completion of Section E.
5. Attach proof of payment as indicated in Section F.
6. Read and sign Section G.
7. Return completed form to UT Tyler Financial Aid Office for Section H completion after the Census Date for the specified semester. (see the Census Date in the notes below)

### PLEASE NOTE:

- CEA applicants must be enrolled in a minimum of 6 undergraduate hours at UT Tyler.
- CEA processing will not begin until **after** the Census date.
- Allow at least 2 - 4 weeks for the form to be processed **after** the census date.
- When completing a CEA your financial aid Cost of Attendance will be adjusted to reflect the cost of tuition and fees at the host school. In some cases, it may reduce your total financial aid and may not be beneficial, therefore the CEA will not be processed and your Pell grant award will only be based on your enrolled hours at UT Tyler.
- The **deadline** to turn in a completed CEA for the Fall 2023 semester is **10 days before the end of your enrolled classes**. Forms that are not complete or turned in after this date may not be processed. Please refer to the 2023-2024 Academic Calendar for Fall 2023 end dates.
- You must submit your transcripts from the Host Institution to the UT Tyler Enrollment Services Center at the completion of the term.
- If any requirement is not met it can result in a delay or inability to process current or future aid. Please ensure all requirements listed in this form are completed in the timeline requested.



**UT Tyler**  
 THE UNIVERSITY OF TEXAS AT TYLER

*Please return this form to:  
 The University of Texas at Tyler  
 Office of Financial Aid  
 3900 Univeristy Boulevard  
 Tyler, TX 75799  
 Fax: 903-566-7183*

**Concurrent Enrollment Agreement**

**SECTION A: STUDENT INFORMATION**

|                                      |                                |
|--------------------------------------|--------------------------------|
| <b>Name:</b>                         | <b>ID:</b>                     |
| <b>Home Address:</b>                 | <b>Social Security Number:</b> |
| <b>City, State &amp; Zip:</b>        | <b>Phone Number:</b>           |
| <b>Academic Year:</b>                | <b>Email Address:</b>          |
| <b>Expected Dates of Enrollment:</b> | <b>From: To:</b>               |

**SECTION B: HOST SCHOOL INFORMATION**

As allowed in Part 600.9, Student Assistance General Provisions, and Parts 590.1-590.83, Pell Grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between the **HOME** institution, **THE UNIVERSITY OF TEXAS at TYLER** and the **HOST** institution,

|   |                 |
|---|-----------------|
| <b>HOST SCHOOL</b>  | <b>LOCATION</b> |
| for the purpose of providing federal assistance to the student named above. |                 |

**SECTION C: UT TYLER ACADEMIC ADVISOR - CERTIFICATION HOME INSTITUTION**

Degree Program: \_\_\_\_\_

Approved Course Name(s) and Number(s) at Host Institute:

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

---

Is there a copy of a degree plan on file? Check one:  Yes  No      If no, has the student requested one to be filed?  Yes  No

The above name student has permission to study at the above campus for the period stated.

UT Tyler Academic Department Advisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

UT Tyler Academic Department Advisor's Name Printed: \_\_\_\_\_

**SECTION D: HOST INSTITUTION REGISTRAR'S OFFICE CERTIFICATION**

Number of Enrolled Credits:

This Constitutes FT  ¾  ½  ¼ 

Length of Period of Enrollment: Weeks

Dates of Enrollment: From: To:

**Enrollment Certification** (May be completed by FA Officer)

The Host Institution certifies that the student is enrolled for the "Dates of Enrollment" and the Host Institution certifies that it is eligible to participate in all the Federal Student Aid programs.

HOST Registrar or (FAO) Signature: \_\_\_\_\_

Title: Date:

Phone: Email Address:

**SECTION E: HOST INSTITUTION'S FINANCIAL AID OFFICE**

Average Estimated Tuition only per Credit Hour: \$ \_\_\_\_\_

**FA Non-Payment Agreement**

The HOST Institution agrees that it will not pay the student a Pell Grant and/or any Campus-Based Funds and that it will not certify a Guaranteed Student Loan during the "Dates of Enrollment." Further, the HOST Institution agrees that, if aware, it will inform The University of Texas at Tyler if the student withdraws before the end of the "Dates of Enrollment."

Host Financial Aid Officer Signature: \_\_\_\_\_

Title: Date:

Phone: Email Address:

**SECTION F: PROOF OF PAYMENT** Attach proof of payment for classes listed in Section C that are being taken at the Host Institution.**SECTION G: STUDENT CERTIFICATION**

Please read each item before signing the form.

- I understand I need to be enrolled in at least 6 hours undergraduate credit at UT Tyler to be considered for concurrent financial aid eligibility.
- I certify I have requested/filed a degree plan at UT Tyler.
- I certify I will not be receiving financial aid at the Host Institution.
- I will provide proof of payment made at the Host Institution.
- I will notify UT Tyler if I drop or withdraw from the hours enrolled at the Host Institution.
- I understand if I withdraw, the withdrawal will fall under the UT Tyler policies and procedures.
- **I understand I will not receive financial aid in a future semester until an official academic transcript is submitted to UT Tyler Registrar's Office.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION H: UT TYLER STUDENT FINANCIAL AID & SCHOLARSHIPS OFFICE**

The University of Texas at Tyler agrees to provide payment to the student, if eligible, for the "Dates of Enrollment."

The University of Texas at Tyler agrees to monitor the student's program pursuit and reasonable academic progress and to be responsible for disbursing funds to the student, and for administering the appropriate Return of Title IV Funds policy.

University of Texas at Tyler FA Signature: \_\_\_\_\_

Title: Date: \_\_\_\_\_