



Prescott College

For the Liberal Arts, the Environment, and Social Justice

Authorization to Take Course(s) at a Host School

STUDENT ELIGIBILITY REQUIREMENTS:

- Students must obtain approval of the transferability of coursework before the course is taken at another institution in order for the work to be applied toward a Prescott College degree.
- Please attach a copy of the course description(s) from the college/university catalog or schedule for review, and include a statement as to how it fits in your degree plan and why it cannot be taken at Prescott College.
- For courses taken in the U.S, and if you wish to use financial aid while enrolled, you must simultaneously be enrolled in a minimum of six credits at Prescott College.
- The host school of your choice must be regionally accredited and approved for Title IV Aid funding.

STUDENT RESPONSIBILITIES:

- You must maintain **Satisfactory Academic Progress (SAP)** as outlined in the Student Handbook for your academic program.
- If using financial aid through a consortium agreement, **you must be enrolled in the number of credit hours approved in the agreement at the time of financial aid disbursement.**
- You must complete a **Transcript Request form** at the Host School. Be sure to check the option on the Transcript Request Form for **"Hold for Current Grades"** for the consortium term. Ultimately, it is your responsibility to have official transcripts sent to PC. Failure to do so will result in a hold being placed on your financial aid for the following term.
- You must complete an enrollment agreement form at Prescott College. If course(s) are 100% study abroad, enroll for "Study Abroad" course.

Section I: Student Information

- I understand that by initiating this process **my financial aid will be on hold** until the agreement is approved, and that I may have to make arrangements to pay my tuition and fees by the payment deadlines or **risk receiving late fees or being dropped from my classes.**
- I understand that I must request my official transcripts to be sent to Prescott College after completion of courses at the Host School. **Financial aid for the following term will be placed on hold until the official transcript is received.**
- **I have read and understand** the student eligibility requirements and the student responsibilities on the first page of this agreement.

LAST NAME

FIRST NAME

STUDENT ID#

I agree to successfully complete ____ credit hours at PC and ____ credit hours at _____

STUDENT SIGNATURE (required for processing)

DATE

FINANCIAL AID

220 GROVE AVENUE • PRESCOTT, ARIZONA 86301
(877) 350-2100 • (928) 350-1111 • Fax (928) 350-1120
finaid@prescott.edu • www.prescott.edu

Form Updated
2/25/2015 BLS



Prescott College

For the Liberal Arts, the Environment, and Social Justice

Section II: Course Information

Name of Host School: _____

Please list the courses you would like to take at another school for transfer to Prescott College.

Course title at Host School	Course beginning and end dates	Credit hours

Please briefly provide a statement explaining how this course(s) fits in to your degree plan and why you cannot take this course(s) at Prescott College:

Section III: For School Use

The course(s) indicated will be acceptable for transfer if completed with a 'C' or better.

ADVISOR'S SIGNATURE AND PRINTED NAME

DATE

I have reviewed this request:

DEAN'S SIGNATURE AND PRINTED NAME

DATE

Approved Approved with Conditions Denied

Comments: _____

Routing:

After student and advisor complete the form, it should be directed to the appropriate Dean at Prescott College. Once reviewed, form goes to:

Office of Registrar Copy to Office of Financial Aid