

Dear Appalachian Learning Alliance Student,

Congratulations on your decision to seek a degree through the Appalachian Learning Alliance. At times you will be taking Community College courses and Appalachian State University courses during a semester and/or summer term. During those semesters/terms you will be eligible to apply for financial aid through the *Appalachian Learning Alliance Consortium Agreement Application*.

When you apply for a Consortium Agreement to receive financial aid for a semester or summer school, this procedure will be followed:

**Application Process**

- Complete the appropriate Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Apply for acceptance or be enrolled in one of the Office of Extension and Distance Education Undergraduate Cohort Degree Programs.
- Understand that courses taken at an institution that is not a member of the Appalachian Learning Alliance will not automatically be considered. Contact the Office of Extension and Distance Education if you plan to enroll in a class at an institution that is not a member of the Appalachian Learning Alliance. The Appalachian Learning Alliance institutions are: Caldwell Community College, Catawba Valley Community College, Cleveland Community College, Forsyth Technical Community College, Isothermal Community College, Mayland Community College, McDowell Technical Community College, Surry Community College, Western Piedmont Community College and Wilkes Community College.
- Complete and submit the enclosed *Consortium Agreement Application* to the Appalachian State University Office of Extension and Distance Education. All Community College courses must be transferable to Appalachian State University to meet your degree requirements.

**Financial Aid Awarding and Disbursement**

- Your financial aid award package will be developed according to all federal, state, and institutional student eligibility requirements, policies and procedures and the hours of enrollment that you report on this form.
- Your financial aid award package will be mailed to your permanent home address. Read the financial aid award letter and all supplemental forms and information carefully. Return the financial aid award letter to the Appalachian State University Office of Student Financial Aid with the supplemental forms and applications.
- Your financial aid will be disbursed according to the appropriate policies and procedures. Generally, if your financial aid file is complete prior to the beginning of classes for the semester, your financial aid will be credited to your student account to satisfy your Appalachian State University tuition and fees.
- Note that if your grades for a previous term have not been received from the Community College, your financial aid will not be disbursed until those grades have been received and have been posted to your academic transcript.
- If there are funds remaining after your Appalachian State University tuition and fees are satisfied, you will work with the Office of Student Accounts to obtain those funds to pay for your charges at the Community College. To learn more about the procedure to obtain those funds, visit the Appalachian State University Office of Student Accounts web site at <http://www.studentaccounts.appstate.edu>.
- At the end of the drop/add period for the Community College and Appalachian State University, your hours of enrollment must match the hours for which your financial aid award package was developed. Your Community College will be required to notify the Appalachian State University Office of Student Financial Aid of your actual hours of enrollment in the Community College courses. If you are enrolled in fewer hours than anticipated, your financial aid award package will be revised. This could mean a repayment of some or all of the funds disbursed.

- If you stop attending all of your classes, you are required to officially withdraw from the University. When you withdraw from the University, the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the amount of financial aid to be returned to the respective programs.

**At the End of the Semester**

- Within three weeks after the end of your exams at the Community College, submit a copy of your transcript to the Office of Extension and Distance Education, University Hall, ASU Box 32054, Boone, NC 28608-2054. Failure to do so within the three-week timeframe may indicate that you are an unofficial withdrawal and the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the financial aid that must be returned to the programs.
- Plan to submit the *Consortium Agreement Application* for your next period of enrollment that you will be taking courses at an Appalachian Learning Alliance Community College and Appalachian State University courses.
- Complete the Renewal FAFSA at the appropriate times.

Once you have submitted your application to the Appalachian State University Office of Student Financial Aid, you may view your application status by logging onto your AppalNet account and clicking on *Student Services* and *Financial Aid*.

We look forward to working with you as you work toward your educational goals.

Sincerely,

Office of Student Financial Aid

*Keep this information for future reference. Notes:* \_\_\_\_\_  
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8. Cohort Degree Program in which you will be enrolled \_\_\_\_\_

9. List all courses you will be taking for the semester (ASU and Appalachian Learning Alliance Community College courses):

Course Number	ASU or Community College Course	First Day of Classes (Month/Day/Year)	Last Day of Exams (Month/Day/Year)	Credit Hours	Seated, Web-based or Hybrid Course? See below.**
<i>Example: MAT 1020</i>	<i>ASU</i>	<i>08/21/2006</i>	<i>12/13/2006</i>	<i>3</i>	<i>Seated</i>

\*\*A seated course is one in which students are required to attend classes in a classroom setting on a regular basis throughout the term.

A web-based course is delivered entirely or almost entirely via the Internet. Students may be required to attend an orientation or a final exam at the classroom site, but course content is provided almost exclusively online.

A hybrid course is delivered partially in a classroom setting and partially via the Internet. Students may be required to attend several sessions in the classroom setting, but a significant portion of the course content is delivered online.

**Contact the Office of Student Financial Aid at 828-262-2190 if your plans for enrollment change after you submit this application. Your eligibility will be recalculated if you do not enroll in the courses you have listed and you may be required to repay part or all of the financial aid you received.**

I certify that I have read and agree to abide by the Appalachian Learning Alliance Financial Aid Consortium Agreement Guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return or fax this application to:  
 Appalachian State University  
 Office of Extension and Distance Education  
 Attn: CA Program Manager  
 ASU Box 32054  
 Boone, NC 28608-2054  
 Fax: 828-265-8673

To check the status of this application, log onto your AppalNet account and click *Student Services* and *Financial Aid*.