

**University of Texas at Tyler – Home Campus
NEXus Consortium Agreement Request**

Student ID Number	Date		
Student Name	Phone Number		
Local Address	City	State	Zip

Academic Term and Year: _____

Classes to be taken at Host Institution: _____
(Eligible Host Institutions are those already approved as NEXus Academic Collaborators or Academic Affiliates.)

<u>Course Number and Name</u>	<u>Credit Hours</u>
_____	_____
_____	_____

Total Credit Hours: _____

I, the student requesting this agreement, understand the following are my responsibility:

1. Meet with my advisor and review the proposed class schedule for academic approval.
2. Register at the Host Institution named above for eligible credits (continuing education and independent study are not eligible courses).
3. **Attach** a copy of course registration for term identified and classes listed above
4. Provide a copy of the grades for the term of this agreement from the Host Institution named above to the Home Campus Office of Financial Aid upon completion of the course work (when grades are not available electronically), recognizing that continued eligibility for aid will be subject to the review of my academic progress at both institutions.
5. **Submit** an official grade transcript from the Host Institution to UT Tyler upon completion of the term for transfer credit.
6. **Pay charges at the Host Institution according to the payment policy of that university.**

Student Signature: _____ Date: _____

To Be Completed by UT Tyler Academic Advisor:

Please verify, by signing below, that the student has approval to enroll in the proposed classes at a university other than UT Tyler and that these courses are standard term-based and degree applicable.

_____	_____	_____
Adviser Name	Signature	Date

Host Institutional Certification:

7. The student named is enrolled in the number of credits stated above for the term identified
8. The student will not receive financial aid from this institution
9. Total tuition and fees for the above stated credits is \$ _____

_____	_____
Signature, Financial Aid Administrator, Host Institution	Date

_____	_____
Signature, Registrar/Student Records, Host Institution	Date

Certification:

10. UT Tyler considers the above named student to be enrolled in a degree or certificate program and will accept those credits earned at the Host Institution for credit towards the degree or certificate
11. UT Tyler will be responsible for processing the financial aid application, disbursing financial aid funds (as established on the Financial Aid Calendar for the Home Campus) to the student and monitoring student eligibility.

_____	_____
Signature, Financial Aid Administrator, UT Tyler	Date

RETURN TO: UT Tyler
ATTN: Theresa Moore - Campus Staff Coordinator
903.565.5929 phone 903.565.5533 fax
TheresaMoore@uttyler.edu email