

**NON-MSU PROGRAM**  
**SINGLE STUDENT**  
**FINANCIAL AID AGREEMENT**

Office for Education Abroad Advising Center –108 International Center – educationabroad.msu.edu

**This form is to be completed by Host institution on behalf of an MSU student participating in a non-MSU sponsored program.**

Through this agreement, Michigan State University, hereafter referred to as MSU, contracts with (name and location of institution)

hereafter referred to as Host, to provide a portion of the education for a degree program of MSU student (student name and MSU PID)

hereafter referred to as Student.

Starting date of study abroad program covered by this agreement (mo/day/yr)

Finishing date of study abroad program covered by this agreement (mo/day/yr)

Title and location of program into which student has been accepted

Anticipated enrollment and credit status:

☐ Full-time (12+)      ☐ Three-quarter-time (9-11)      ☐ Half-time (6-8)      ☐ Less than half-time (1-5)

1. During the period covered by this agreement, for US Federal financial aid purposes, Student will be considered enrolled at MSU, which will process Federal and State of Michigan financial aid, and will be considered a visiting student at Host. Host will award no Federal or State financial aid. If Host awards any scholarships of its own to Student, it will promptly inform MSU to assure that MSU does not award funds in excess of Student's financial need. MSU will disburse financial aid funds directly to Student. Student is responsible for fee payments to the Host.
2. Provided Student has completed all the necessary MSU documentation, MSU agrees that credit hours earned by student while attending Host will be accepted, providing student earns a grade of "C" (2.0) or higher.
3. Host will promptly inform MSU if Student withdraws, is not attending classes regularly, or reduces below the enrollment status indicated above. Such notice will include the last date of attendance or the date of reduction in instructional load.
4. Upon Student's request, Host will send MSU a transcript or comparable official written record noting student's performance in the program. For foreign transfer credits, this record will include course titles, number of credit hours or an equivalent measure, and a grade or comparable indication of student's performance. It is student's responsibility to request in writing that the transcript is sent to: The Office for Education Abroad, Michigan State University, 427 N. Shaw Lane, Room 109, East Lansing, MI 48824-1035.
5. Host will direct any correspondence pursuant to this agreement to the Office for Education Abroad, 427 N. Shaw Lane, Room 109, East Lansing, MI 48824-1035, tel. (517) 353-8920. MSU will direct any such correspondence to (name and address of responsible Host office or person):

Office/person

Address

Telephone Fax:

**Michigan State University**

Signature

Printed name: Lynn Aguado

Title: Program Coordinator

Department: Office for Education Abroad

Date

**Host Institution**

Signature

Printed name

Title:

Department

Date

Please return this completed and signed form **to the student** for submission to the Michigan State University Office for Education Abroad.