

NEW YORK INSTITUTE OF TECHNOLOGY

CONTRACTUAL AGREEMENT

As allowed in 34 CFR 668.5, Written Arrangements, and 34 CFR 668.39, Study Abroad Programs, this contractual agreement is entered into by New York Institute of Technology for the purpose of providing federal financial assistance to the student named below. A Title IV eligible school may enter into a contractual agreement with a foreign school that provides part of the educational program. The Home School in this Contractual Agreement is NYIT. The Host School is the school where the student is attending during this Contractual Agreement Period.

THIS SECTION TO BE COMPLETED BY THE STUDENT:

Student's Name: _____ Student ID / SSN: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

Major: _____ HOST institution that you will be attending: _____

Yes, I will be maintaining matriculation at NYIT. I am aware that per federal regulations, 34 CFR Part 668.5 and Part 668.39, that the portion of my educational program that can be taken towards my degree can be greater than 25%, but no more than 50% of my total degree required credits. I also understand that, per 34 CFR 668.164(b)(3), I must be enrolled at least half-time (at least 6 credits at NYIT) to be eligible for Federal Direct Loans.

I, the student, **agree** to:

- Complete the FAFSA and submit all necessary documents required by the institution, federal government, and state government for processing of their financial aid
- Complete a *Permission to Take Courses at Another College for Credit at NYIT* form and submit it to the NYIT Registrar's Office to show that **all** credits taken at the HOST institution will transfer and more than 25%, but not greater than 50%, of these credits will count towards their degree at NYIT once they are successfully completed (per federal regulations, 34 CFR Part 668.5 and Part 668.39)
- Arrange to pay any costs above and beyond their projected financial aid directly to the HOST school
- Obtain an official transcript from the HOST school upon completion of my study there and submit it immediately to the NYIT Registrar.
- Ensure a **copy of your bill is sent** to NYIT Office of the Bursar

Student Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY NYIT Office of the Registrar:

The above named student is a full-time, degree-seeking student currently enrolled in an eligible program of study at New York Institute of Technology and is attending the HOST institution as a transient student during the _____ semester of the _____ academic year.

The portion of this student's educational program that NYIT is NOT PROVIDING is _____.

HOME institution Official's Signature: _____ Date: _____

HOME institution Official's Name & Title: _____

HOME institution Official's Phone: _____ Fax: _____ Email: _____

THIS SECTION PERTAINS TO NYIT (HOME institution):

NOTE: NYIT (HOME institution) will be **responsible** for the following:

- Determining eligibility for financial aid
- Certifying qualified loan applications (if applicable)

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- Monitoring satisfactory academic progress requirements
- Processing pertinent refunds and/or repayments should this student withdraw
- Paying the HOST school directly, upon receipt of a copy of the student's bill, the amount of aid for which the student is eligible once the funds are received
- Keep all pertinent records regarding this Contractual Agreement

THIS SECTION TO BE COMPLETED BY THE HOST INSTITUTION:

Part I:

The student is to be considered: Full-time _____ ½ Time _____ ¾ Time _____ Less than ½ time _____

By signing below, I certify that our institution/organization is ineligible for Title IV aid / or is a foreign institution Also, that we have not had our eligibility terminated by the USDOE and/or have not voluntarily withdrawn our participation in Title IV programs under a termination, show-cause, suspension, or similar type proceeding initiated by our State licensing agency, accrediting agency, guarantor, or by the USDOE.

The HOST institution will be **responsible** for the following:

- Confirming the student expense budget outlined
- Not awarding any financial aid to the student
- Verifying enrollment
- Notifying NYIT **within 30 days** if the student withdraws or drops below required enrollment and then forwarding any unused portion of financial aid to NYIT's Bursar Office within 30 days.
- **Sending a copy of the student's bill to:**
 - NYIT - Office of the Bursar
Attn: Lucy Gironda
Northern Boulevard
Old Westbury, NY 11568-8000
Phone: (516) 686-1292

Cost of Attendance (for one semester):

Tuition	\$
Fees	\$
Room	\$
Board	\$
Books	\$
Travel	\$
Personal	\$
TOTAL:	

Name of HOST Institution: _____

Signature of HOST Official: _____ Date: _____

Printed Name of HOST Official: _____ HOST Official's Title: _____

HOST Address: _____

HOST Official's Email: _____ HOST Official's Phone #: _____

HOST Official's Fax #: _____

