

KEAN OCEAN REQUEST FOR COURSE WORK AT OCEAN COUNTY COLLEGE

(OCC) AND CONSORTIUM PAYMENT AUTHORIZATION FORM



**KEAN
OCEAN**

NAME (PLEASE PRINT)	KEAN ID NUMBER
KEAN MAJOR PROGRAM	TERM
KEAN EMAIL ADDRESS	PHONE NUMBER

Fill out this form, obtain the appropriate approval required and submit the form to the Kean Ocean Administrative Office – GATE 103 **BEFORE REGISTERING FOR THESE COURSES AT OCC.** The top two copies of this form are submitted to the Kean Ocean Administrative Office – GATE 103, the YELLOW copy is for your records.

You must register for your OCC courses through the OCC Office of Registration and Records. Bring the yellow copy of your form with you. You cannot register for OCC courses through the Kean Ocean Administrative Office, nor through KeanWISE. Payment for OCC Courses must be made directly to OCC, though financial aid arranged through Kean University can be used for OCC courses (if enough funds are available) through a properly executed Consortium Payment Authorization (at the bottom of this form). The Consortium Payment Authorization is based on the student’s completion of the FAFSA for the current academic year.

Note: TAG, EOF, and STARS II awards, as well as some other forms of financial aid cannot be used to pay for OCC courses. You must take at least 12 credits with Kean University (not including courses taken through OCC) to remain eligible for these programs.

Also note: OCC Quick Term courses may be ineligible for financial aid. See your Kean Financial Aid adviser to ensure successful completion of the Consortium Payment Authorization below in order for financial aid to be applied to your OCC tuition bill.

KEAN TRANSFER POLICIES: Students are responsible for meeting all policy requirements regarding transfer credit and residency as stated in the Undergraduate Catalog, available online at <http://www.kean.edu/academics/undergraduate-catalog>.

REMINDER: The maximum number of credits a student may take is eighteen (18) during a fall or spring semester and seven (7) during any one summer session (which includes courses taken at **both** Kean and OCC together). **NO COURSE WILL BE ACCEPTED IN TRANSFER IF IT EXCEEDS THIS LIMIT.**

THIS SECTION TO BE COMPLETED BY STUDENT			FOR FACULTY ADVISER/OFFICE USE ONLY		
OCEAN COUNTY COLLEGE COURSE INFORMATION			KEAN UNIVERSITY EQUIV. COURSE	MIN. GRADE REQUIRED FOR TRANSFER	FULFILLS KEAN UNIVERSITY REQUIREMENTS
DEPT./COURSE: #	COURSE TITLE	CREDITS			

I have read, understood and will adhere to the above policy requirements and procedures. By signing this form, I authorize Kean Ocean to request on my behalf, my official transcript from OCC at the end of this semester only (barring I have no holds/restrictions at OCC).

Student Signature

Date

APPROVED: _____
Executive Director/Advisor/Other Authorizing Signature Printed Name of Authorizing Individual Date

KEAN-OCEAN CONSORTIUM PAYMENT AUTHORIZATION

(To be completed only if you will be using Kean Financial Aid to pay for Ocean County College Courses)

I hereby authorize Kean University to pay Ocean County College (hereafter referred to as OCC) Amount Due from my Kean University Student Financial Assistance Package (Grants and Loans) for the _____ term of 20 _____.

IMPORTANT: Before completing this form, you the student must review your financial aid award on KeanWISE to ensure that there are sufficient funds available to pay for both Kean and OCC classes. These funds are to be applied towards the tuition and fee charges at OCC for the above-mentioned term. This form must be completed each term you wish to utilize funds for this purpose.

Please read and initial after each statement below, to indicate your agreement with each statement.

- I have completed my FAFSA for the current academic year. _____
- I understand that this agreement is based on financial aid awarded to date _____
- I acknowledge that my account will be subsequently reviewed. _____
- I understand I will be billed if there is a reduction in my financial aid. _____
- I understand if I withdraw or drop classes, my aid may be reduced or cancelled, which will result in a balance due to Kean and/or OCC. _____
- Kean University will be considered the home school and OCC will be considered the visiting school. _____
- I understand I must be matriculated in a degree-seeking program. _____
- All financial aid will be awarded and disbursed by Kean University. _____
- Unless I sign and submit a payment authorization form directing funds to OCC, any and all refunds will go directly to me and I will be responsible for paying OCC myself. _____
- If I receive a refund check from Kean University, it is my responsibility to verify that the correct payment has been made to OCC. _____
- I am responsible for **ALL** charges incurred at both institutions when due. _____
- **To remain eligible for TAG, EOF or NJ STARS II funding, I MUST be registered for a minimum of 12 credits taken at Kean University. NO TAG, EOF, or STARS II funds may be used to pay for OCC tuition or fees.** (Example: You cannot take 6 credits at Kean and 6 credits at OCC and receive a TAG or NJ STARS II grant.) _____
- By signing below, I indicate that I have read and understood the process and procedure regarding the Consortium Agreement between Kean University (Home School) and OCC (Visiting School) and that I have been given notice of the aforementioned points. _____