

# PASSPORT Financial Assistance Agreement



Indiana University Indianapolis (IUI)

Ivy Tech Community College Indianapolis Service Area



The Passport Financial Assistance Agreement is a coordinated program between Ivy Tech

Community College-Indianapolis Service Area and IUI that allows enrollment at both institutions to be considered for financial aid purposes. Students may be eligible to receive financial aid via the Passport Financial Assistance Agreement program upon successful completion of the following steps.

The **HOME** institution is the school where you are enrolled in a degree-seeking program and from where you will earn your degree. The home institution will also process and disburse your financial aid.

The **HOST** institution is the school you are visiting to complete part of your degree program requirements.

**Step 1:** Complete the Free Application for Federal Student Aid (FAFSA, [fafsa.gov](https://fafsa.gov)) with the appropriate school code (IUI= 001813, Ivy Tech= 009917) of the home institution.

**Step 2:** Based on the host institution complete the Ivy Tech Guest Student Application or the Visiting Student Application for IUI. Also, complete the student portion of the Passport Financial Assistance Agreement.

**Step 3:** Meet with an Academic Advisor at your home institution to review possible courses to take at each campus. You must enroll in at least 3 credits at each institution. Have your Academic Advisor at your home institution complete section 2 of the Agreement. Courses taken must count toward your degree/certificate program and be transferable to the home institution.

**Step 4:** Enroll in the course(s) at the host institution.

**Step 5:** Submit the Agreement to the Financial Aid Office at the host institution for review and signature in section 3. Agreement must be turned in to the host school 30 days prior to the end of the term to allow for processing. The host institution will forward the form to the home institution. Please allow 7-10 business days to complete at the home institution.

**Step 6:** Once the semester is complete, send your official transcript from the host institution to your home institution Office of Admissions. You **MUST** earn a grade of "C" or above in order for the course to transfer. If you must withdrawal or stop attending any courses, notify the home institution Financial Aid Office. This may require an adjustment in your financial aid.

**Note:** The home institution will not pay any bills on your behalf at the host institution. You are responsible for payments to the host institution. You may receive a financial aid refund from the home institution that can be used for payment at the host institution. **THE HOME INSTITUTION WILL NOT TRANSFER FUNDS TO THE HOST INSTITUTION (except CVO).** If the Passport Financial Assistance Agreement is not returned to Ivy Tech at least 2-3 weeks before the class begins, students should set up a payment plan at <https://www.ivytech.edu/tuition-aid/payments/payment-plans/> to avoid being dropped from classes for nonpayment.

## **Contact Info**

*For Academic Questions*

IUI & Ivy Tech Coordinated Programs

(Passport Program)

PH: (317) 278-2630

EM: [passport@iu.edu](mailto:passport@iu.edu)

*For Enrollment/Financial Aid at Ivy Tech*

Ivy Tech Enrollment Center

50 West Fall Creek Pkwy N. Dr.

Indianapolis, IN 46208

1-888-IVY-LINE

*For IUI Financial Aid Financial*

*Aid & Scholarships Campus*

*Center Rm 250*

PH: (317) 274-4162

EM: [finaid@iu.edu](mailto:finaid@iu.edu)

# PASSPORT Financial Assistance Agreement

## SECTION 1 - STUDENT INFORMATION

Home Institution:

IU Indianapolis

Ivy Tech-Indianapolis Service Area

Name: \_\_\_\_\_  
(Please Print)

IUI Student ID #: \_\_\_\_\_

University

E-mail: \_\_\_\_\_

Ivy Tech Student ID#: \_\_\_\_\_

Semester for which you are requesting financial aid:

(Select only one)

Fall 20\_\_\_\_\_  
(year)

Spring 20\_\_\_\_\_  
(year)

Summer 20\_\_\_\_\_  
(year)

List the courses you are enrolled in at the host institution. You may only receive financial aid for courses that apply to your certificate or degree program. You MUST enroll in a minimum of 3 credits at both institutions. You MUST also earn a minimum grade of "C" or above in order for the course to transfer.

Course #	Course Title	# of Credit Hours

### Initial each statement below

\_\_\_ I understand I must return this Agreement to the host institution and I give permission for either the home institution or host institution to release information to the other institution about my grades and attendance in the above courses.

\_\_\_ I understand that I must be enrolled in at least 3 credit hours each semester at each institution, and that I must make successful progress in these courses to remain eligible for financial assistance.

\_\_\_ I agree to use any financial aid refund from the home institution to pay the host institution (see page 1 of this Agreement).

\_\_\_ I certify that the above courses apply toward my degree/certificate program and are transferable to the home institution. I understand I must earn a minimum grade of "C" or above in the course in order for it to transfer to the home institution. Some programs require higher grades than C.

\_\_\_ I agree to notify the home institution financial aid office if I stop attending, drop classes, or completely withdraw from any of the courses listed above.

\_\_\_ I agree I will have my official transcript sent from the host institution to the home institution at the end of the semester.

\_\_\_ If I am a Guest Student at Ivy Tech, only courses offered at one of the Indianapolis Service Area campuses may apply toward this agreement.

*By signing below, I certify that I have read and agree to all of the information listed above.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PASSPORT Financial Assistance Agreement

## SCHOOL SECTION

### SECTION 2 - ACADEMIC ADVISOR SECTION - to be completed by your home institution academic advisor

By signing below, I certify that the above courses count toward this student's degree/certificate program and upon successful completion are transferable to his/her program at the home institution.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Institution: IU Indianapolis Ivy Tech-Central Indiana

E-Mail: \_\_\_\_\_

Number of credits enrolled at IU Indy: \_\_\_\_\_

### SECTION 3 – FINANCIAL AID OFFICE SECTION

**Host institution:** By signing below, the host institution agrees not to provide financial aid to the student for the specified term and to notify the home institution of any changes in the student's enrollment.

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Home institution:** By signing below, the home institution agrees to process and disburse financial aid to the student for the term specified. The home institution is the degree-granting institution and is responsible for all financial aid requirements, including satisfactory academic progress, verification, disbursements, refunds, and repayments.

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_