

MEMORANDUM OF UNDERSTANDING

PASSHE Consortium Federal Financial Aid Agreement

WHEREAS the universities of the Pennsylvania State System of Higher Education (PASSHE) are associated through our founding legislation, Act 188, into a single publicly owned system, and

WHEREAS each university in PASSHE is independently accredited, and

WHEREAS State System universities wish to work in collaboration to maximize the courses and programs readily accessible to students and to leverage instructional expertise and resources across the entire system, and

WHEREAS each of the ten State System universities are Title IV eligible institutions, as defined by Section 34 CFR 668.5, and

WHEREAS, per federal regulations, a student may receive federal financial aid from only one school during any given semester,

PASSHE universities hereby form a consortium known as the PASSHE Consortium (PAC) and subscribe to the following terms for the purpose of sharing courses and programs and to enable students to receive federal financial aid from their **Home Institution**, which is their degree-granting institution, for courses taken at other PASSHE universities while enrolled at their **Home Institution** and for which they have registered through their **Home Institution** under the terms of the Agreement. This Federal Financial Aid Consortium Agreement pertains to elements related to student Financial Aid operations at all PASSHE universities and is entered into in accordance with Student Aid General Provisions and is considered in effect from the date of Agreement execution until otherwise canceled.

DEFINITIONS

PASSHE Consortium: The PASSHE Consortium (PAC) is coordinated by the Office of the Chancellor, which coordinates resources and services available to the entire State System.

PASSHE Federal Financial Aid Consortium University: A PASSHE university (**Home Institution**) that has agreed through the execution of the Financial Aid Consortium Agreement to recognize registration at another PASSHE University (**Teaching Institution**) for purposes of awarding federal financial aid.

PAC Home Institution: Any PASSHE university where the student has first completed the matriculation process, is currently enrolled, and is seeking a degree or certificate program.

PAC Teaching Institution: Any PASSHE university where the student is taking part of the student's program requirements.

Institutional Enrollment

The PASSHE university where the student first completes the application for admission as well as the following matriculation steps will be designated as the **Home Institution**.

- Completion of English and Math placement assessments

- Completion of New Student Orientation
- Development of an education plan

The university that will grant the degree or certificate will be the designated **Home Institution**.

TERMS

Cost

- Tuition is set by the PASSHE Board of Governors or by the university with approval of the Board of Governors.
- Students determined to be Non-Residents of Pennsylvania are expected to pay Non-Resident tuition established by the **Home Institution**.
- Local/Campus-Based fees vary with each **Home Institution** and will be fully identified on the Financial Aid Offer Notification.
- The Cost of Attendance (COA) will be determined by the **Home Institution**, based on campus policies and in accordance with federal and state guidelines.
- The COA will be fully detailed and disclosed on the Financial Aid Offer Notification, provided by the **Home Institution**.

Student Enrollment Status

- The enrollment status of the PAC student may be the sum of all units that count toward completion of the student's current program of study in which the student enrolls at both the **Home** and **Teaching Institutions**.

Financial Aid Eligibility, Award Calculation, and Disbursement

- Financial aid eligibility, award calculation, and disbursement for a student enrolled in courses at another PAC institution are conducted by the designated **Home Institution**.
- The calculation of the financial aid award is based on the COA, as determined by the **Home Institution**, minus the Expected Family Contribution (EFC) or Student Aid Index (SAI), depending on the FAFSA from which the student's eligibility is being calculated.
- Financial Aid packages will vary based on student eligibility, available funds, and program participation.
- The designated **Home Institution**, at the time of the award, will be responsible for the disbursement of Federal Financial Aid.

Satisfactory Academic Progress

- Financial Aid Offices establish standards of Satisfactory Academic Progress (SAP) in accordance with federal regulations (*34 Code of Federal Regulations Section 668.34*), which may vary from university to university.
- To be eligible for Financial Aid, students taking courses within the PAC must meet or exceed these standards in accordance with the **Home Institution** SAP policy. Failure to maintain these standards may result in loss of financial aid eligibility.
- The standards apply to all financial aid recipients and to all college coursework taken including coursework taken from outside colleges if that coursework has been submitted and appears on the transcript.
- Financial Aid funds will be disbursed to students who are in compliance with the **Home Institution's** SAP guidelines.

- The **Home Institution** will publish course equivalences, where they exist, for PAC courses that appear on the **Home Institution** schedule.
- The **Teaching Institution** agrees to provide the information necessary for the **Home Institution** to determine the student's continued eligibility for Title IV assistance, including SAP.

Return of Title IV Funds (R2T4)

- Federal Title IV financial aid funds are awarded under the assumption that a student will remain in attendance for the entire semester for which the funds were awarded. Students who withdraw from all courses prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to pay any unearned financial aid they may have received in accordance with Return to Title IV guidelines as mandated by the U.S. Department of Education.
- If a student changes enrollment status at the **Teaching Institution** the **Teaching Institution** will notify the student's **Home Institution**.
- The calculation for the Return of Title IV Funds, notification to the student, and any return of any funds will be the responsibility of the student's designated **Home Institution**.

Record Keeping

- The student's designated **Home Institution** will be the office of record for Title IV Federal Financial Aid administration.
- Student financial aid records will be retained by the Financial Aid office of record, including the procedures for determining student financial aid eligibility, calculating awards, disbursing funds, monitoring SAP and, returning funds in the event the student withdraws.
- To support the administration of Title IV funding and compliance with the above-referenced processes, the **Home Institution** will have access to, through an administrative dashboard, regular reports, and notifications, including but not limited to, course enrollment, drops, withdrawal data, and final grades.

Adherence to Title IV Regulations

The **Home Institution** will ensure compliance with this Agreement, and all Title IV financial aid regulations as it pertains to this agreement. The **Home Institution** reserves the right to exclude PAC shared courses from the determination of Financial Aid should there be a conflict with Title IV Federal requirements.

Reporting Responsibilities of the Teaching Institution

The **Teaching Institution** is responsible to provide the information necessary for the Home Institution to determine the student's continued eligibility for Title IV assistance, including Attendance Verification and final grades to document SAP.

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Signature Page

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Date

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Commonwealth University of Pennsylvania

Date

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Michael A. Driscoll, President
Indiana University of Pennsylvania

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Kenneth S. Hawkinson, President
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Daniel A. Wubah, President
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R. Lorraine Bernotsky, Acting President
Pennsylvania Western University of Pennsylvania

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Christopher M. Fiorentino, President
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PASSHE Legal Counsel

Date