



Articulation Course Verification Form for Financial Aid

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

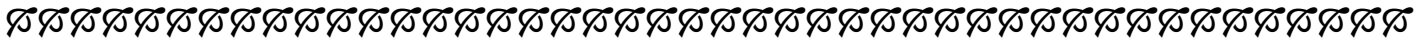
Name of Student: \_\_\_\_\_

Host College: \_\_\_\_\_

Course(s): to be taken: \_\_\_\_\_

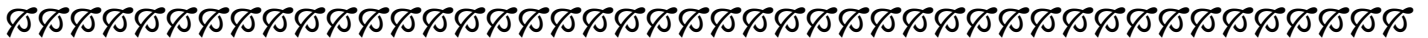
Number of enrolled credits at VJC during the time you are completing course(s) off campus: \_\_\_\_\_

Semester: \_\_\_\_\_



Note the following information:

- This form is valid only for one semester and must be turned into the Financial Aid office.
- You must contact Villa Julie’s Financial Aid Office if you withdraw from either the course at Villa Julie College or from the course at the host college. Dropping the course during the semester may impact financial aid. The extent to which aid will be affected depends largely on the type of aid received, the total number of credits enrolled and timing.
- You must earn a “C” or better for the credit to transfer; however, the course is not calculated into your GPA.
- The course must be an approved course for transfer of credits.
- You are required to obtain an official transcript from the institution upon completion of the course(s). The transcript should be sent to the Office of the Registrar, Attn: Transcript Evaluator, 1525 Greenspring Valley Road, Stevenson, MD 21153.



Student:

By your signature, you are acknowledging that you have read and understand the policies concerning the financial aid articulation agreement. Failure to comply with the guidelines can result in a loss of future financial aid.

\_\_\_\_\_  
Student Signature Date

The above course(s) are covered by an articulation agreement with Villa Julie College.

\_\_\_\_\_  
Division/Department Chair Signature Date

FINANCIAL AID CONSORTIUM AGREEMENT PROCEDURE FOR STUDENTS TAKING AN  
ARTICULATION APPROVED COURSE.

A Villa Julie student who must take an approved course through an approved articulation with a community college can receive financial aid to cover some/all of the costs through a consortium agreement. This agreement is subject to federal financial aid eligibility guidelines. Permission to take a course off-campus with financial aid is not automatic, even with an articulation agreement. Before permission can be granted, the following procedure is required:

Procedure:

1. A student who is taking a course(s) that is approved through an articulation agreement should contact their department/division chair for an articulation course verification form.
2. The student should then contact Villa Julie's Financial Aid Office at least 30 days prior to the start of the semester to request that their aid be used to cover the cost of the off-campus course. Student must provide a copy of the articulation verification form. The VJC Financial Aid Office will negotiate a consortium agreement with the other college's financial aid office (the host college).
3. Once the host college has signed the Consortium Agreement, it will be sent, along with a copy of the student's registration, to the VJC Financial Aid Office. The host college will also forward a copy of the tuition bill, if applicable. **However, the student needs to be prepared to pay for their course up front at the host college.** Once financial aid is disbursed and payment is made to Villa Julie and to the host college any credit balance, if applicable, will be reimbursed directly to the student.
4. Upon completion of the course at the host college, the student must request that an official transcript be sent to the Villa Julie College Registrar's Office, Attn. Transfer Evaluator, 1525 Greenspring Valley Road, Stevenson, MD 21153.
5. The student must also be aware that if they withdraw from either the course at Villa Julie College or from the course at the host college, they must contact the Villa Julie Financial Aid Office. Dropping the course during the semester may impact financial aid. The extent to which aid will be affected depends largely on the type of aid received, the total number of credits enrolled and timing.