



XAVIER UNIVERSITY OF LOUISIANA

Office of Financial Aid

CONSORTIUM MEMO OF UNDERSTANDING (MOU)

I am participating in an *approved* Consortium Agreement at school (_____), address (_____), and would like to be *considered* for federal financial aid for the following semester(s) and year _____. Since Xavier University is my *home* school, I understand I must adhere to all guidelines and policies of both schools/institutions. Completing this form thirty (30) business days prior to the start of XU's Fall and Spring semesters, will enable each Department enough time to process your request. Failure to submit the Department Approval, the Registrar's Office *approved* form and a signed Consortium MOU for federal financial aid consideration within the deadline will delay processing. You, the student, will then be responsible for meeting the host school's payment schedule. Submission after this date does not guarantee consideration. The FINAL DATE to submit these documents for consideration are as follows: Fall (September 15); Spring (February 15). We do not process forms during or at Registration. We recommend you view your Student Handbook and the Financial Aid Website at www.xula.edu/financialaid for guidelines and policies. Some of the procedures and guidelines that affect your *financial aid* are highlighted below:

1. I submitted a **formal request** to my Academic Department for approval to take the courses and I delivered the approval to the Registrar's Office. Along with this MOU, I, student, am submitting the **approved** Registrar's Form confirming the classes can be taken at least **30 business days** prior to the start of XU's class for the Fall or Spring semester to the Financial Aid Office. (Note: The consortium is not available during the summer or for any intersessions.) A Consortium Agreement will be sent to the *host school* within 5-7 business days, can be 10 business days during peak processing). We do not accept or process these forms *during or at* Registration.
2. Student must meet **all** requirements to receive federal financial aid, i.e. completing verification, meeting SAP, counseling and others listed on the website, if required. The financial aid is offered in accordance with federal, state and institutional policies and procedures. Submission of this form does *not* guarantee a financial aid offer.
3. Should the student receive *any additional* financial aid, the student must notify XU Financial Aid Office immediately. This award will be taken into account to prevent an over award. Should an audit review determine the student is over awarded; the student's financial aid will be adjusted accordingly.
4. Should the student drop below half-time enrollment, the financial aid will be cancelled. The debt owed to the school will then be the responsibility of the student. (IMPORTANT: See our website regarding **repeat courses**.)
5. Should the student withdraw unofficially or is administratively withdrawn from the University, the student should notify XU Financial Aid and Registrar's Office immediately. The student's financial aid must be reviewed.
6. Student is responsible for submitting the **final transcript** to the XU Registrar's Office in a timely manner to process the next semester. Otherwise, the account will be placed on a **courtesy hold** until received and no further funds will be released.
7. Student must understand that the normal processing time to determine aid eligibility is **7-10 business days** *after* the host school returns the Consortium Agreement. As the entire process can take up to 30 business day or longer, the student is strongly encouraged to contact the host school to assist in expediting the Consortium Agreement return. Student should understand that *payments* are made by the **Fiscal Services/Student Accounts Office** and will be processed in accordance with their guidelines. The payment will be sent directly to the school.
8. It is the student's responsibility to provide **detailed contact information** about host school.

I understand and agree to the above guidelines and have attached **ALL** required documents. I understand that failure to include *all* required documents will result in a delay in processing and I may be required to make payment according to the host school's policy. I understand that submission does not guarantee a financial aid offer. I understand that XU cannot begin finalizing the process until the Consortium Agreement is returned by the host school. To prevent a hold on my account, I will submit my final transcripts to XU Registrar Office *and* notify the Financial Aid Office once I submit it.

Student Signature _____ XU ID _____
Print Student Name _____ Date _____

Host School Name	
Host School Telephone Number	FAX#
Host School Registrar Office Contact Name	
Host School Registrar Telephone # ()	Email
Host School Financial Aid Contact Name	
Host School Financial Aid Office Telephone # ()	Email
Host School Bursar Office Telephone#	Email