Away Form for UMS/Maine Community College System

UNIVERSITY of
MAINE *at* AUGUSTA
Student Financial Services
46 University Drive, Augusta, ME 04330-9488

207.621.3412 or 1.877.862.1234
Fax: 207.621.3384 or TTY: 1.800.316.3600
umafa@maine.edu

This form is to be used by students planning to take courses at one of the institutions within the University of Maine System or Community College System, to determine if the courses can be covered by UMA financial aid funds. **NOTE:** Students cannot receive financial aid from more than one institution during an enrollment period.

Conditions of Eligibility

Courses taken at another UMS institution or within the Community College System will be considered for UMA financial aid if the following conditions are met:

- Must be required in your **PRIMARY** degree program
- May **NOT** be used to fulfill one of your general elective requirements
- The course is not available at UMA during the enrollment period you wish to enroll
- You are meeting the requirements for Satisfactory Academic Progress (SAP)
- Complete Steps 1-3 on the back of this page
- Send completed form to the Student Financial Services via <u>umafa@maine.edu</u>
- Must be received <u>prior</u> to the start of the semester or term to be considered
- You will receive an acknowledgement in writing within two weeks of receipt of this request

Statement of Responsibilities

- I must follow payment requirements at the host institution regardless of my receipt of financial aid at UMA. I understand that UMA may not send payment until the end of UMA's add/drop period. Actual cost of tuition and fees at the community college will be used to calculate your budget.

- I must inform Student Financial Services at UMA if I withdraw from my course(s) at the host institution. I also understand that I may be required to repay some of my financial aid award should I withdraw.

- It is my responsibility to request an official academic transcript be sent to UMA upon completion of my community college course(s). The community college may charge a fee for the transcript. UMS electronic transcripts are automatically requested by UMA's Registrar's Office. I understand that a grade of C- or higher is required for transfer to UMA and the GPA earned at a host institution does not transfer or impact the UMA earned GPA.

- I understand these courses will be considered as attempted courses when my eligibility for financial aid is reviewed in regards to Satisfactory Academic Progress (SAP). My failure to have a community college official transcript sent to UMA or failure to complete the host institution courses may result in ineligibility for future financial aid.

- I understand that once I take a course at a school other than UMA, review of my continued eligibility for financial aid under the SAP policy must be conducted manually. As a result, future financial aid disbursements may be delayed.

- I understand that if I take a course at a school other than UMA, I may not be eligible for UMA specific aid such as scholarships and/or the Pine Tree State Pledge.

I have read, understand, and completed all required information on both sides of this form. I understand I must receive approval in writing from Student Financial Services before this process is finalized. I understand no funds will be released until UMA confirms my enrollment with the host institution.

_____
Student Signature   Date

Complete Other Side

Step 1 - *Student Information*

Name

Last	First	Middle Initial

Mailing Address

Street/PO Box	City	State	ZIP

Daytime Phone

Phone Number

ID Number

Student ID Number

Current Degree Program

Current Degree Program

Enrollment Period for this Request

Fall　　Spring　　Summer　　_____
　　　　　　　　　　　　　　　　Year

Step 2 - *Course Information*

List the course(s) you would like to take and answer the following questions to determine if the course(s) are eligible for UMA financial aid.
(SEE OTHER SIDE - MAKE SURE YOU QUALIFY TO COMPLETE THIS FORM)

	Student: Complete A & B	Course #1	Course #2	Course #3
A	Course to be taken at host institution: Course Number, Name & Number of credits			
B	Name of host institution			

Step 3 – *Advisor Approval*

Please complete this section with an advisor. The person signing this form must act in an advising capacity at UMA.

	Transfer Office: Complete A & B	Course #1	Course #2	Course #3
A	List the UMA transfer equivalent for the course listed above			
B	Is this course required for this student to complete their **PRIMARY DEGREE PROGRAM? (Yes/No)**			

_____　　　　　_____
UMA Advisor's Signature　　　　　　　　　　　　Date

It is ultimately the student's responsibility to make sure this form is complete and submitted to Student financial Services prior to the start of the semester or session.

RETURN TO: Student Financial Services, University of Maine at Augusta, 46 University Drive Augusta, ME 04330 / umafa@maine.edu
QUESTIONS: Locally: 207.621.3412; Toll Free: 1 877.862.1234, ext. 3455; E-mail at: umafa@maine.edu