

# CONTRACTUAL AGREEMENT

*As allowed in 34 CFR 668.5, Written Arrangements, and 34 CFR 668.39, Study Abroad Programs, this contractual agreement is entered into by New York Institute of Technology for the purpose of providing federal financial assistance to the student named below. A Title IV eligible school may enter into a contractual agreement with a foreign school that provides part of the educational program. The Home School in this Contractual Agreement is New York Institute of Technology. The Host School is the school where the student is attending during this Contractual Agreement Period.*

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## **THIS SECTION TO BE COMPLETED BY THE STUDENT:**

Student's Name: \_\_\_\_\_ Student ID / SSN: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Major: \_\_\_\_\_ HOST institution that you will be attending: \_\_\_\_\_

Yes, I will be maintaining matriculation at New York Institute of Technology. I am aware that per federal regulations, 34 CFR Part 668.5 and Part 668.39, that the portion of my educational program that can be taken towards my degree can be greater than 25%, but no more than 50% of my total degree required credits. I also understand that, per 34 CFR 668.164(b)(3), I must be enrolled at least half-time (at least 6 credits at New York Tech) to be eligible for Federal Direct Loans.

I, the student, agree to:

- Complete and submit all necessary documents required by the institution, federal government, and state for financial aid processing.
- Complete a *Permission to Take Courses at Another College for Credit at New York Institute of Technology* form and submit it to the New York Tech Registrar's Office to show that **all** credits taken at the HOST institution will transfer and more than 25%, but not greater than 50%, of these credits will count towards their degree at New York Tech once they are successfully completed (per federal regulations, 34 CFR Part 668.5 and Part 668.39)
- Arrange to pay any costs above and beyond their projected financial aid directly to the HOST school
- Obtain an official transcript from the HOST school upon completion of my study there and submit it immediately to the New York Tech Registrar's office.
- Ensure a **copy of your bill is sent** to the New York Tech Office of the Bursar

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

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## **THIS SECTION TO BE COMPLETED BY the New York Tech Office of the Registrar:**

The above named student is a full-time, degree-seeking student currently enrolled in an eligible program of study at New York Institute of Technology and is attending the HOST institution as a transient student during the \_\_\_\_\_ semester of the \_\_\_\_\_ academic year.

The portion of this student's educational program that New York Tech is NOT PROVIDING is \_\_\_\_\_.

HOME institution Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOME institution Official's Name & Title: \_\_\_\_\_

HOME institution Official's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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## **THIS SECTION PERTAINS TO NYIT (HOME institution):**

NOTE: NYIT (HOME institution) will be **responsible** for the following:

- Determining eligibility for financial aid
- Certifying qualified loan applications (if applicable)

- Monitoring satisfactory academic progress requirements
- Processing pertinent refunds and/or repayments should this student withdraw
- Paying the HOST school directly, upon receipt of a copy of the student's bill, the amount of aid for which the student is eligible once the funds are received
- Keep all pertinent records regarding this Contractual Agreement

## THIS SECTION TO BE COMPLETED BY THE HOST INSTITUTION:

### Part I:

The student is to be considered: Full-time \_\_\_\_\_ ½ Time \_\_\_\_\_ ¾ Time \_\_\_\_\_ Less than ½ time \_\_\_\_\_

By signing below, I certify that our institution/organization is ineligible for Title IV aid / or is a foreign institution Also, that we have not had our eligibility terminated by the USDOE and/or have not voluntarily withdrawn our participation in Title IV programs under a termination, show-cause, suspension, or similar type proceeding initiated by our State licensing agency, accrediting agency, guarantor, or by the USDOE.

The HOST institution will be **responsible** for the following:

- Confirming the student expense budget outlined
- Not awarding any financial aid to the student
- Verifying enrollment
- Notifying New York Tech **within 30 days** if the student withdraws or drops below required enrollment and then forwarding any unused portion of financial aid to New York's Bursar Office within 30 days.
- **Sending a copy of the student's bill to:**
  - New York Tech - Office of the Bursar  
Attn: Lucy Gironda  
Northern Boulevard  
Old Westbury, NY 11568-8000  
Phone: 516.686.1092

### Cost of Attendance (for one semester):

Tuition	\$
Fees	\$
Room	\$
Board	\$
Books	\$
Travel	\$
Personal	\$
<b>TOTAL:</b>	

Name of HOST Institution: \_\_\_\_\_

Signature of HOST Official: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of HOST Official: \_\_\_\_\_ HOST Official's Title: \_\_\_\_\_

HOST Address: \_\_\_\_\_

HOST Official's Email: \_\_\_\_\_ HOST Official's Phone #: \_\_\_\_\_

HOST Official's Fax #: \_\_\_\_\_

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## Part II: Verification of Enrollment

To be completed by the HOST Institution.

Student name: \_\_\_\_\_ Student ID/SSN: \_\_\_\_\_

This student is enrolled at \_\_\_\_\_ for \_\_\_\_\_ credit/semester hours for the enrollment period of \_\_\_\_\_ through \_\_\_\_\_.

(mm-dd-yy)

(mm-dd-yy)

The above listed credit hours are to be considered: \_\_\_\_\_ Full-time \_\_\_\_\_ At least half-time \_\_\_\_\_ Less than half-time

Registrar or Financial Aid Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Official Title: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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### **THIS SECTION TO BE COMPLETED BY the New York Tech Office of Financial Aid**

Based on the HOST institution's cost of attendance as reported on the contractual agreement, the student \_\_\_\_\_ is eligible for the following estimated federal and institutional financial aid for the \_\_\_\_\_ semester:

TYPES OF AID:	NET AMOUNT OF AID:
Federal Pell Grant	\$
Federal SEOG	\$
Federal Perkins Loan	\$
Federal Subsidized Stafford Loan	\$
Federal Unsubsidized Stafford	\$
Federal PLUS or Grad PLUS Loan	\$
Alternative Loan	\$
Institutional Scholarship	\$
Institutional Grant	\$
Other:	\$
TOTAL:	\$

**Please return this form to:**  
Fax #: 516.686.7997  
or  
New York Institute of Technology  
C/o Office of Financial Aid  
Northern Boulevard  
Old Westbury, NY 11568-8000

New York Tech Financial Aid Contact:  
Amelia Cupani  
516.686.7680

New York Tech Bursar Contact:  
Lucy Gironda  
516.686.1292