

1891

# WEST VIRGINIA STATE UNIVERSITY

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

**HOST SCHOOL SECTION**

The above referenced student is enrolled at (Host School) \_\_\_\_\_

for \_\_\_\_\_ credit hours for the (fall spring summer ) 20\_\_\_\_\_ Semester. The enrollment period is  
(circle one)  
from \_\_\_\_\_ to \_\_\_\_\_. The actual tuition fee charge for the above referenced student is  
\$ \_\_\_\_\_. The assessment has been \_\_\_\_\_ has not been \_\_\_\_\_ paid by the student.

If the student were enrolled on full-time basis for a full academic year, the actual charges to the student would be:

TUITION & FEES \$ \_\_\_\_\_

ROOM & BOARD \$ \_\_\_\_\_

BOOKS & SUPPLIES \$ \_\_\_\_\_

The above is true to the best of my knowledge. This institution agrees to notify the Office of Student Financial Assistance at the home school, West Virginia State University , within two weeks should the student change their enrollment status indicated above prior to processing any refund of tuition/fee charges resulting from a change in enrollment status.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

(\_\_\_\_\_) \_\_\_\_\_  
TELEPHONE NUMBER

**HOME SCHOOL SECTION:**

Upon receipt of the information above, the home school will:

- (1). Determine if the student is meeting the home institution's satisfactory academic requirements and other student aid eligibility requirements.
- (2). Secure documentation from the student that the credits will transfer.
- (3). If appropriate, process and distribute financial aid to the student after documentation is received.
- (4). Distribute any Title IV funds applicable back to the program after notification of a change of enrollment status.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

(\_\_\_\_\_) \_\_\_\_\_  
TELEPHONE NUMBER

Return to: West Virginia State University  
P.O. Box 1000 Ferrell Hall 125  
Institute, WV 25112-1000  
304-204-4369 (PHONE) 304-766-3335 (FAX)