The Law Student Consortium Agreement Form establishes that the "home" institution considers the student to be enrolled in an eligible program and accepts those credits, which are earned at the "host" institution for credit towards the degree in that program, and that financial aid established with the "home" institution can be used to provide financial assistance.

**STEP 1 - STUDENT SECTION**

A: I request a Law Student Consortium Agreement at the following institution for the following semester(s). The agreement must be on file/processed by the semester financial aid census date, which can be found at [http://financialaid.buffalo.edu/process/census.php](http://financialaid.buffalo.edu/process/census.php).

- Host Institution: ________________________________
  - Summer 2015
  - Fall 2015
  - Winter 2016
  - Spring 2016

B: In order to process this request I acknowledge all of the following:

- I have been granted permission from my Academic Department to take the following courses:
  - Course #: __________
  - Course #: __________
  - Course #: __________
  - Course #: __________
  - Course #: __________

- The courses I have requested to take will be transferred back to the University at Buffalo (UB) to be used toward degree requirements.

- I am required to request an official transcript sent from the host institution (listed in A above) to UB as soon as possible. Failure to provide an official transcript will possibly result in a hold being placed on my student account.

- The disbursement of funds from UB may occur after the host institution’s payment due dates. Late fees and/or course cancellation may occur. It is my responsibility to pay any outstanding charges incurred at the host institution.

- All financial aid will first be applied to my student account at UB. Any funds remaining after any charges on my UB account are paid will be refunded directly to me. It is my responsibility to pay any outstanding charges incurred at the host institution.

- I am responsible for maintaining Satisfactory Academic Progress (SAP). The policy is at [http://financialaid.buffalo.edu/process/sap.php](http://financialaid.buffalo.edu/process/sap.php).

- I have read and understand the above statements and request that UB processes my Law Student Consortium Agreement.

□ I have read and understand the above statements and request that UB processes my Law Student Consortium Agreement.

__________________________  __________________________
Student Signature Date

**STEP 2 - ACADEMIC ADVISOR SECTION (Must be completed before Step 3)**

The above name student has permission to take coursework at the following host institution: ________________________________

- For the following semester(s): Summer 2015  Fall 2015  Winter 2016  Spring 2016

- The Enrollment Period is: From: ____________ To: ____________

- I affirm the completed courses will be used toward the student's degree requirements at UB. I have advised the student that this coursework must be transferred back to UB prior to the next registration period.

__________________________  __________________________  __________________________
Academic Advisor Name (please print)  Academic Advisor Signature  Date

__________________________  __________________________
Title  Email

__________________________  __________________________
Department  Title

Revised 3/2/2015
2014-2015 Law Student Consortium Agreement

Person Number: __________________

STEP 3 - HOST INSTITUTION SECTION (Send this form to your host institution for completion)

1. Institutional cost of attendance for the consortium period: __________________________
2. Cost of tuition only: __________________________
3. Number of credit hours registered: ________
4. Period of enrollment (in weeks): ________
5. Start Date: __________________________
6. End Date: __________________________

Please read and sign the certification statements below:

- The host institution certifies that the student listed is enrolled for the period of attendance as indicated on the front of the Law Student Consortium Agreement.

- The host institution agrees that it will not certify any Direct Stafford loan during the period of attendance as indicated above. Furthermore, the host institution agrees to notify UB if the student has withdrawn before the end of the period of attendance stipulated above.

- UB agrees to accept the credits earned at the host institution to be used toward the student's degree requirements.

- UB also agrees to provide payments to the student, if eligible, for the financial aid programs listed in Step 1.

- UB also agrees to monitor the student's program pursuit and satisfactory academic progress and to be responsible for disbursing funds to the student and administering the appropriate refund policy as outlined below.

- **REFUND POLICY**: All financial aid will first be applied to the student's account at UB. Any funds remaining after any charges on the student's UB account are paid will be refunded directly to the student. **It is the student's responsibility to pay any outstanding charges incurred at the host institution.**

________________________________________  ______________________________________
Host Institution Certifying Official Name (Please Print)  Host Institution Certifying Official Signature

________________________________________  ______________________________________
Host Institution Certifying Official Title  Host Institution Certifying Official Email Address  Date

Host Institution Mailing Address:
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

**Office of Financial Aid Processing**

________________________________________
Certifying Official Signature

Hours Registered at UB: __________

Hours Registered at Host Institution: __________

Budget: __________

Tuition Only: __________

Comments Noted in HUB: __________

Other: __________

Date __________