

UNIVERSITY OF MAINE at FORT KENT - Multi-Campus/AWAY FORM

AWAY Institution = is the campus other than UMFK where you (the student) will be taking courses/classes
HOME Institution = is the UMFK campus. This is where you will request for approval of credits transferred from another institution to be applied to your UMFK degree. And where you will apply for financial aid, if you chose to do so.

SECTION 1: To be completed by student and approved by student's academic advisor at the student's **Home** campus.

Student's Name: _____ SSN: _____ - _____ - _____
 Home Address: _____ **Home** Campus Name: UMFK
 _____ Degree: _____
 Home Tel. No.: () _____ Major: _____ Minor: _____
 Your Current Email: _____

Address to where UMFK information can be sent to you while you are attending your "AWAY" school:




 Name/ address of institution where you will be taking courses:

 Tel: () _____ Tel: () _____ (optional)

My Semester "AWAY" will be for: (check and complete one)
 ___ Fall of 20___ (yr.) ___ Spring of 20___ (yr.) ___ Summer of 20___ (yr.)

List courses which you will take at your "AWAY" institution. These courses must be applicable to your program and approved by your academic advisor at your **Home/UMFK** campus. *List courses for one semester only. A new "AWAY" form is required for each semester.* Your signature on this form, authorizes the registrar's office (at your **Home** campus) to request your official academic transcript from the "AWAY" school, listed on this form.

Course Number at "AWAY" School	Course Name	Credits	Equivalent Course at Home Campus
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 **Note:** Please include a copy of your course registration at the AWAY school when returning this form to UMFK.
 **Student's Signature:** _____ Date: _____
 **Advisor's Approval:** _____ Date: _____

SECTION 2: To be completed by the Registrar's office at the **Home** campus.

The above-named student has officially registered as a Multi-Campus student at the institution named above for the semester indicated below: (check and complete one)

___ Fall 20___ semester ___ Spring 20___ semester ___ Summer 20___ semester

 **Registrar's Signature:** _____ Date: _____

SECTION 3: To be completed by the student financial aid office at the **Home** campus, but only if the student (listed above) is applying for financial aid to cover their "Multi-Campus" expenses.

This certifies that a written agreement between the **Home** campus and the "AWAY" institution (for Non-UMS Schools) indicated above has been signed by appropriate representatives for both parties.

 **Director of Financial Aid Signature:** _____ Date: _____
 (over, please)

UMFK - Multi-Campus Course Approval Information

Students receiving credits at the **HOME** campus for academic work to be done at another institution **must** complete this form. A separate form must be completed for *each* semester that you will be attending multiple schools. For *academic* purposes, it is advisable for the student to process this form at least one full semester prior to your attendance at an “**AWAY**” institution. **However, for financial aid purposes an Away form (with appropriate information, signatures and academic advisor and registrar approval) can only be accepted until the 14th day after the first day of (UMFK) classes of the applicable semester.**

Important: Any approved **HOME** campus financial aid will only be transferred to the “**AWAY**” school upon completion and approval of the form

INSTRUCTIONS:

1. Complete Section 1 and meet with your academic advisor to discuss your course selection to assure that the courses selected will meet your **HOME** campus degree requirements. It is advisable to meet with the **HOME** campus Registrar to assure that the courses are transferable.
2. Obtain your advisor’s signature in Section 1.
3. Return the form along with a copy of your Official Course Registration Form from your “**AWAY**” school to the **HOME** campus Registrar’s Office. Keep in mind that the courses listed on your official form must be the same as those listed on this application form. Any additional or different courses will have to be approved by your academic advisor. The **HOME** Registrar will sign the form and forward it to the **HOME** Financial Aid Office.
4. If the **AWAY** school is a non-University of Maine System (UMS) school, and the student is a **HOME** financial aid applicant, the **HOME** Financial Aid Office will send a Consortium Agreement to the Financial Aid office at the **AWAY** school. This Agreement must be signed by the **AWAY** school and returned to the **HOME** Financial Aid Office before any further action can be taken. If you are attending a UMS campus, this step is not necessary.
5. Once the completed and signed **AWAY** and Agreement forms are received by the **HOME** Financial Aid Office, the **HOME** Financial Aid Director will sign the **AWAY** form (if appropriate) and forward it to the **HOME** Business Office. If you have a credit balance on your account after any **HOME** charges are satisfied, the **HOME** Business office will forward to the **AWAY** school as much of that credit balance that is needed to pay your bill at the **AWAY** school, up to the full amount of the credit balance.
6. Upon completion of the courses at your “**AWAY**” campus, you are responsible for requesting an *OFFICIAL* academic transcript of your completed work at the **AWAY** school to be sent directly by the **AWAY** Registrar’s Office to the **HOME** campus Registrar’s Office. This is required for transfer credit evaluation and to document a student’s Satisfactory Academic Program (SAP) for financial aid for subsequent semesters.