

# WESTERN OREGON UNIVERSITY

## Dual Enrollment Checklist for Financial Aid

Western Oregon University (WOU) and Chemeketa Community College (CCC) have signed a consortium agreement under which students may concurrently enroll at both institutions and have their combined credit loads serve as a basis for establishing financial aid eligibility.

To allow for timely processing your request to participate in this program, a DUAL ENROLLMENT DEADLINE is set THREE weeks prior to the beginning of the term. In most instances, WOU will be considered the Home Institution for financial aid purposes. Please complete and submit the attached paperwork to be considered as part of the Dual Enrollment Program. The Dual Enrollment Program is for first Bachelor Degree seeking students only.

### Student's (your) responsibilities

If you would like to receive financial aid at Western Oregon University you need to:

- Apply for federal and state financial aid using the Free Application for Federal Student Aid (FAFSA) available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Turn in any additional documents requested by the Financial Aid Office.
- Submit your signed financial aid award letter.
- Submit your signed loan promissory notes if necessary: Federal Direct Stafford \_\_\_\_\_, Federal Perkins \_\_\_\_\_, Federal PLUS \_\_\_\_\_. Master Promissory Notes can be completed at [www.dlenote.ed.gov](http://www.dlenote.ed.gov).
- Complete entrance loan counseling with the Financial Aid Office. This must be done prior to receiving any loans. Loan counseling can be completed at [www.dl.ed.gov](http://www.dl.ed.gov).

If you would like the WOU Financial Aid Office to consider you as a dual enrolled student you need to:

- Submit either a Dual Enrollment Application for current WOU students (available at the Financial Aid Office) or a Dual Admission Application for new students (available at the Admissions Office).
- Submit Student Declaration of Concurrent Enrollment form (available at the WOU Financial Aid Office).
- Register for classes at Chemeketa Community College.
- Register for classes at Western Oregon University (minimum 6 credits).
- Apply aid at Western Oregon University either on-line or at the Cashiers Office. If you go to the Cashiers Window to apply your financial aid, you must inform the cashier that you are a dual enrolled student.
- Pay all outstanding fees at Chemeketa Community College.

Once you have completed the necessary paperwork, notice will be sent to your WOU email account stating that you have been enrolled as a dual-enrolled student with Chemeketa Community College.

Please note that it is your responsibility to pay your fees at Chemeketa Community College. Financial aid will not be applied to your bill at Chemeketa Community College. In some instances, students will need to use their own resources to pay outstanding fees.

WESTERN OREGON  
UNIVERSITY

**Chemeketa Community College – Western Oregon University  
Dual Enrollment Application for Current WOU Students  
Deadline: 3 weeks prior to the start of the term**

1. Term You Plan to Enroll: \_\_\_\_\_

2. Social Security Number: \_\_\_\_\_

3. Legal Name: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

5. Current Mailing Address:

P.O. Box or Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

6. Gender:     \_\_\_\_\_ Male            \_\_\_\_\_ Female

7. Please indicate your intended major at Western Oregon University: \_\_\_\_\_

8. Release Notification, Certification and Signature - Student

I understand and agree that Chemeketa Community College and Western Oregon University will share/release information (financial and educational) between the institutions consistent with federal and state laws, on applied and admitted students. I understand that electronic data transmission may be done through the Oregon Financial Aid Exchange (OFAX).

**IMPORTANT:** Your signature is required below in order to complete the processing of your application. This signature must be original of the applicant, not a proxy or surrogate.

I certify that I have considered each question carefully and that my statements are true and complete to the best of my knowledge, Further, I understand that admission to or enrollment may be denied if any information is found to be incomplete or inaccurate.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date of application

RETURN THIS FORM TO:  
WESTERN OREGON UNIVERSITY  
FINANCIAL AID OFFICE  
345 MONMOUTH AVE N  
MONMOUTH, OR 97361

# WESTERN OREGON UNIVERSITY

## Student Declaration of Concurrent Enrollment for Financial Aid Eligibility Western Oregon University/Chemeketa Community College

Western Oregon University (WOU) and Chemeketa Community College (CCC) have signed a consortium agreement under which students may concurrently enroll at both institutions and have their combined credit loads serve as a basis for establishing financial aid eligibility. Under this agreement, student financial aid eligibility will be processed and awarded by the "home" institution (determined by the student's immediate degree objective) using shared information from the "host" institution (the college where the student is concurrently enrolled while attending his/her "home" institution. WOU must be the "home" institution if you have an associate's degree or you want to receive aid for 300 level or higher courses.

Student's name \_\_\_\_\_ SSN \_\_\_\_\_

If you intend to pursue concurrent enrollment at WOU and CCC leading to a degree/certificate/transfer program and wish to have your combined credit load evaluated for financial aid eligibility, please read, complete and sign the information below.

I am fully admitted as a dual-enrolled student to WOU and working toward a degree, certificate or transfer program.	<input type="checkbox"/> Yes
I understand that in order to be eligible for financial aid at WOU I must enroll in a minimum of six credits at WOU for each academic term.	<input type="checkbox"/> Yes
I understand that my classes must be part of my WOU degree, certificate or transfer program.	<input type="checkbox"/> Yes
I understand that tuition and fees will be assessed based on the courses in which I register.	<input type="checkbox"/> Yes
I understand that I must apply my aid either in person at the WOU Cashiers Office or using Wolf Web On-line Services. I will contact WOU's Business Office for questions about aid disbursement if I am unable to come to campus to pick up my aid.	<input type="checkbox"/> Yes
I understand that I must meet satisfactory academic progress requirements.	<input type="checkbox"/> Yes
I understand that to be eligible for a deferment on prior student loans, I must maintain a total enrollment of at least 6 credit hours.	<input type="checkbox"/> Yes
I understand that WOU scholarships may be prorated or adjusted based on my total WOU credits per term.	<input type="checkbox"/> Yes
I understand that there may be a delay in receipt of financial aid due to data transfer regarding enrollment information and grades.	<input type="checkbox"/> Yes
I understand that I must pay both WOU and CCC. For example, if I receive a refund check from WOU, a portion of the refund will go towards tuition and fees at CCC. If no refund check is available, I will pay for tuition and fees with my own resources.	<input type="checkbox"/> Yes
<b>I understand that it is AGAINST FEDERAL LAW to accept financial aid from BOTH institutions in the same academic term for ANY reason.</b>	

By signing this form, I understand and agree that Chemeketa Community College and Western Oregon University will share/release information (financial and educational) between the institutions consistent with federal and state laws, on applied and admitted students. I acknowledge my continued responsibility to ensure that the information on which my aid is based is complete and accurate to the best of my knowledge and that I will notify my home institution, in writing, immediately, when any changes occur.

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

RETURN THIS FORM TO:  
WESTERN OREGON UNIVERSITY, FINANCIAL AID OFFICE  
345 MONMOUTH AVE N, MONMOUTH, OR 97361

# WESTERN OREGON UNIVERSITY

## Dual Enrollment Application: Chemeketa Community College

Name: \_\_\_\_\_  
SSN: \_\_\_\_\_

Term	Application Dead-line	Begins	Ends
Summer 2009	May 29, 2009	June 22, 2009	August 14, 2009
Fall 2009	Sept. 4, 2009	Sept. 28, 2009	Dec. 11, 2009
Winter 2010	Dec. 11, 2009	Jan. 4, 2010	March 19, 2010
Spring 2010	March 5, 2010	March 29, 2010	June 11, 2010

Release notification: The Financial Aid Offices of WOU and Chemeketa Community College will exchange information relevant to the determination of your aid eligibility with each other, the Oregon Student Assistance Commission, and other school participating in the Oregon Financial Aid Exchange.

I understand and agree that WOU and its partner institution, Chemeketa Community College, will share/release educational and financial information between admitted students. I understand that electronic data transmission may be done through the Oregon Student Assistance Commission.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
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Check the appropriate box in each section below.

Have you completed high school?

<input type="checkbox"/>	SH	Still in high school
<input type="checkbox"/>	GE	General Education Development
<input type="checkbox"/>	CI	Certificate of Initial Master
<input type="checkbox"/>	AH	Alternative high school diploma
<input type="checkbox"/>	PE	Proficiency Exam
<input type="checkbox"/>	AC	Attendance Completion
<input type="checkbox"/>	OT	Other, <i>describe</i> :

Highest level of education/training you have received beyond high school?

<input type="checkbox"/>	NOC	Have not attended college
<input type="checkbox"/>	ST	Short-term training/vocational school/some college
<input type="checkbox"/>	CER	Certificate (one year or more)
<input type="checkbox"/>	AD	Associate Degree
<input type="checkbox"/>	BD	Bachelor's Degree
<input type="checkbox"/>	MD	Master's Degree
<input type="checkbox"/>	PD	PhD Professional Degree
<input type="checkbox"/>	OT	Other, <i>describe</i>

The college will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the general public. You may revoke your consent for the use of your social security number at any time by contacting WOU's Office of the Registrar. Such an action will not result in a student being denied any right, benefit, or privilege provided by law.

The community college releases only very limited directory information regarding students such as enrollment status, dates of enrollment, degree or certificate, program of study, athletic statistic, or honors awarded. If you do not want any person outside the college, including prospective employers, to know any of these, you must file a Request for Non-Disclosure of Student Information Form with Chemeketa Community College.

Students may receive financial aid from only one school during any given term of enrollment. Your credit hours for registration at WOU and Chemeketa Community College will be combined each term to determine your enrollment level for financial aid ability. Community colleges exclude 300-400 level courses when determining level of enrollment. Credit hours must apply to your current degree objective to be included in your enrollment for aid purposes.

Students should list all institutions at which they will enroll on the Free Application for Federal Student Aid (FAFSA).

What is your overall educational goal?					
<input type="checkbox"/>	TR	Transfer to baccalaureate degree program			
<input type="checkbox"/>	CT	Certificate or associate degree			
<input type="checkbox"/>	TC	Take Classes			
<input type="checkbox"/>	UN	Undecided			
What is the main reason you are here this term?					
<input type="checkbox"/>	BD	Pursue a bachelor's degree			
<input type="checkbox"/>	IS	Improve job skills			
<input type="checkbox"/>	LS	Learn skills to get a job			
<input type="checkbox"/>	EX	Explore career or educational options			
<input type="checkbox"/>	RI	Improve writing, reading or math skills			
<input type="checkbox"/>	LE	Learn english			
<input type="checkbox"/>	PE	Personal enrichment			
<input type="checkbox"/>	OT	Other, <i>describe</i>			
What is your current employment status?					
<input type="checkbox"/>	FT	35 or more hours per week			
<input type="checkbox"/>	PT	Less than 35 hours per week			
<input type="checkbox"/>	NE	Not employed at this time			
<input type="checkbox"/>	RT	Retired			
Do you own property or have lived in the community college district for the past 90 days?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, in what state will you have lived for the past 90 days just prior to the term you begin?					
<input type="checkbox"/>	AK	Alaska	<input type="checkbox"/>	NV	Nevada
<input type="checkbox"/>	CA	California	<input type="checkbox"/>	WA	Washington
<input type="checkbox"/>	ID	Idaho	<input type="checkbox"/>	OT	Other

Return this form to: Western Oregon University  
Financial Aid Office  
345 Monmouth Ave N  
Monmouth, OR 97361