

2024-2025 GVSU/MCC Concurrent Enrollment Form

By completing this concurrent enrollment form, students enrolled at Grand Valley State University and Muskegon Community College may receive financial aid based on the total number of credits enrolled at both GVSU and MCC. This form is only to be used if you are receiving financial aid at GVSU. Please note: if you are planning to enroll full-time at GVSU you do not need to complete this form. **This application is due by the 100% tuition refund deadline at GVSU each semester. Late forms will not be processed.**

Name: _____ GVSU Student ID Number: _____

Major: _____ MCC Student ID Number: _____

Preferred E-mail: _____ Phone Number: _____

Step 1: Concurrent Enrollment Policy

Please initial that you have read, understand, and agree to the information listed below.

- _____ 1. I understand that my financial aid may be reevaluated based on my enrollment at GVSU and at MCC. If my enrollment changes I will submit a new class schedule. You must be enrolled in at least one credit at GVSU.
- _____ 2. I understand that I may receive aid to repeat a previously passed course one additional time.
- _____ 3. I understand that credits are verified as of the 5th day of class at GVSU each semester. Financial aid is based on the combined credits as of that date.
- _____ 4. I understand that if I withdraw from any class, my financial aid may be recalculated.
- _____ 5. I am responsible for paying the bill at MCC. Financial aid will not be transferred or released early for students participating in the concurrent enrollment program.
- _____ 6. If I do not successfully pass my attempted credits at MCC, I may not be eligible to participate in concurrent enrollment in the future.
- _____ 7. I am responsible for having my MCC transcript sent to the GVSU Records Office after the semester at MCC has ended. My credits earned at MCC will not be transferred to GVSU until this is done.
- _____ 8. I understand that I am not eligible for Federal Work-Study funds (if applicable) if I am enrolled in fewer than 6 credits at GVSU.

Step 2: Concurrent Enrollment Period

(Choose one. A new form must be submitted each semester.)

Fall (August-December)

Winter (January-May)

Spring/Summer (May-August)

Step 3: Please attach a copy of your course schedule and your tuition bill at MCC.

If your schedule and bill are not included, this form will not be processed. If you have not registered for courses yet, please contact the GVSU Office of Financial Aid & Scholarships.

Step 4: Required Signatures

As part of the concurrent enrollment process, you must meet with your academic advisor. Please bring this form to your meeting. This section must be completed by your academic advisor.

Please list the courses and their GVSU equivalency the student is enrolled in for this semester at MCC:

MCC Courses	GVSU Courses

GVSU Advisor Signature

I verify that the courses taken at the host institution will apply towards the student's program of study at GVSU.

Advisor's Name _____ Advisor's E-mail Address _____

Advisor's Signature _____ Date _____

Student Signature

I authorize GVSU and MCC to release to one another enrollment and transcript information needed to process my financial aid award. I understand my GVSU financial aid will not apply to my GVSU account until my enrollment is verified. Furthermore, I realize **I am not eligible for any financial aid through Muskegon Community College, and I will have to pay their tuition when due.**

I have been admitted into a degree-seeking program at GVSU and wish to take additional course(s) at MCC. I verify that courses I am taking at MCC are applicable to my program of study at GVSU. I understand that if classes taken at MCC do not apply towards my program of study my financial aid could be adjusted or cancelled. **I declare GVSU as the home institution for purposes of receiving financial aid.**

Student Signature: _____ Date: _____

Please submit your completed form and documentation to the Office of Financial Aid & Scholarships via email: finaid@gvsu.edu, fax: 616-331-3180, mail or in-person. Be sure to include your name and G Number on all pages. Missing documentation will delay processing.