



CO-ENROLLMENT FORM

This form is used by a Governor Guinn Millennium Scholarship (GGMS) recipient enrolled in a degree or certificate program at an one eligible institution to request credits taken at a second eligible institution be counted toward minimum enrollment requirements for the program. The “home” institution is the eligible college/university at which the student is enrolled in a program of study leading to a recognized degree or certificate. The “host” institution is any eligible institution where the student may be co-enrolled in coursework and the credits will be transferred back to the home institution. **A co-enrolled student must be enrolled in a minimum of 12 credits between both institutions. [NRS 396.930, Sec. 1(e)(3)]**

Student Instructions:

Step 1: Register for the courses at both institutions.

Step 2: Complete the following information and submit this form to the Financial Aid Office of your home institution, along with supporting documentation that demonstrates the courses you are enrolled in at the host institution will count toward your program of study at your home institution.

Step 3: The Financial Aid Office of the home institution will notify the host institution of your co-enrollment. The host institution will remit your scholarship for the coursework at that institution and forward this form to the Treasurer’s GGMS Office.

Student Name: _____

NSHE ID: _____ MSID#: _____

Home Institution: _____ Total credit hours funded this semester: _____

Host Institution: _____ Total credit hours funded this semester: _____

Semester/Year: _____ Program of Study: _____

This form must be submitted prior to the end of the semester for which you are seeking funding.

- If approved, I understand that I will be paid my Governor Guinn Millennium Scholarship by each institution for the credits taken at that campus at the appropriate per credit amount.
- I understand that I must be enrolled in a minimum of 12 credits between both institutions, but I can receive funds for a maximum of 15 credits between both institutions for a single semester.
- I must maintain a 2.75 semester GPA each semester at both the home and host institutions. If I do not earn the required GPA at one of the two institutions while under this co-enrollment agreement, I may request my home institution to calculate a combined GPA, which will include all courses taken at both institutions during the semester of this agreement.
- I understand that my eligibility status may not be correctly reflected on the Treasurer’s website until after the end of the semester when all records have been submitted and processed.
- I understand credits taken at the host institution must meet the requirements of the degree or certificate I am pursuing at my home institution.
- Failure to meet the requirements of this agreement will result in my ineligibility for the scholarship, and I must then follow the procedure for reinstatement if this is my first strike.

Student Signature

Date

FOR FINANCIAL AID OFFICE USE ONLY:			
Home Institution: Approved: _____ Yes _____ No		If not, state reason:	
Approved by: _____		Title: _____	
Host Institution: Approved: _____ Yes _____ No		If not, state reason:	
Approved by: _____		Title: _____	
Date student notified: _____		Date sent to Treasurer’s Office: _____	

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