

NSE Membership Agreement



The National Student Exchange is a not-for-profit, membership consortium of regionally-accredited, four-year colleges and universities in the United States, its territories, and Canada. The campuses have joined together for the purpose of exchanging students and providing opportunities for inter-institutional cooperative programming by and between NSE member institutions.

NSE facilitates study away experiences, thus fitting into university initiatives for globalization and diversity. Students have access to a wide array of courses, programs, facilities, field experiences, co-ops, internships, student life experiences, and other campus program options offered by NSE's member colleges and universities. The sharing of institutional resources opens up opportunities for creative and cost-effective programming, research projects and expanded utilization of facilities among member campuses.

The program is tuition-reciprocal whereby participating students attend their host institution paying either the in-state or in-province tuition and fees of their host institution or the normal tuition and fees of their home campus.

This signed *NSE Membership Agreement* entitles the contracting institution to membership in, and services provided by, the National Student Exchange in support of the exchange of students by and between its member colleges and universities. In signing this agreement, the contracting institution agrees to be bound by the policies and procedures detailed in the *NSE Handbook* and summarized in the *NSE Terms of Participation (2013)*. Any digression from NSE policy and procedure must be detailed in writing, appended to the *NSE Membership Agreement*, and be approved by the National Student Exchange.

This form constitutes a consortium agreement by and between National Student Exchange members as it relates to the awarding and disbursing of Title IV Student Assistance. The U.S. Department of Education has determined that this form meets the requirements of consortium agreements by and between eligible institutions. Separate or individual (institution: institution) agreements are not necessary. See the reverse side for additional information on Title IV Student Assistance.

This form requires the signature of the NSE campus coordinator and an official of the contracting institution empowered to approve membership in the National Student Exchange. This *NSE Membership Agreement* remains in force until expressly modified or terminated in writing by either the contracting institution or the National Student Exchange.

Contracting Institution _____

NSE Coordinator (print name) _____

Signature _____ Date _____

For the Institution

Name (print) _____ Title (print) _____

Signature _____ Date _____

Approved for the National Student Exchange by Bette Worley, President

Signature _____ Date _____

Distribution:

- Original to NSE (NSE will sign and return two copies and two membership rosters to the campus NSE coordinator.)
- NSE Coordinator keeps one signed copy and roster and sends the other copy and roster to the Financial Aid Office.

NATIONAL STUDENT EXCHANGE

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National Student Exchange Policy

Title IV Student Assistance

- **Plan A** – For Plan A (in-state or in-province tuition and fees paid to the host campus), aid is applied for and disbursed from the student's host college or university in the same manner as the institution funds its native students.
- **Plan A Exception** – A member campus may choose to fund its own outgoing Plan A students. If they choose to do so, NSE policy requires that the campus also fund its incoming Plan A students.
- **Plan B** – Plan B (normal tuition and fees paid to the home campus) students apply for, and have their aid disbursed from, their home institution. Plan B students should remain registered at their home institution in a holding course with full-time enrollment.
- **To and From Canada** – Students going to or coming from a college or university in Canada are always funded by their home campus regardless of whether or not the student chooses to exchange under Plan A or Plan B.

U.S. Department of Education Title IV Student Assistance

This section provides information regarding the administration of U.S. Federal financial aid for students participating in exchange programs under the auspices of the National Student Exchange (NSE). The United States Department of Education (the Department) has determined that the information included in this document meets the requirements for a consortium agreement as provided in the Department's regulations at 34 CFR 668.5(a) *Written arrangements between eligible institutions*, and is considered to be by and between eligible NSE member institutions. Separate or individual (institution: institution) agreements are not necessary for students participating in the NSE exchange program.

Student Eligibility

Student eligibility for Title IV funds is defined in the Department's regulations at 34 CFR 668.32. Eligible students may participate in NSE sponsored exchanges for a single term, an academic year, or for a calendar year and are expected to return to their home institutions to complete their degree program following their exchange. Under the NSE exchange program the student must be enrolled full-time at the host institution. The NSE agreement also requires that, following the period of exchange, the student must request that an official academic transcript be sent to the student's home institution. The exchange is not complete until the exchange work has been entered on the home institution's record. For financial aid purposes, academic transcripts may be required by the home institution at the completion of each academic term.

Eligibility, Award, and Disbursement

The NSE member institution that is responsible for the disbursement of student aid and for monitoring student eligibility requirements is determined by NSE policy.

In accordance with NSE policy, Title IV financial aid is awarded by and disbursed from the institution where tuition and fees are paid. Financial aid awards, regardless of whether they are disbursed from the home or host NSE member institution, must be based on a real budget¹ that includes tuition and fees at the institution where they are paid and on the room, meals, incidentals, host institution travel, and transportation from the home institution to the host institution.

Verification of Enrollment

By the third week of each term, the NSE host institution coordinator verifies, using NSE's on-line student database, the enrollment for each student who has been placed at the institution. The home institution coordinator, using enrollment information from NSE's on-line verification student database, provides enrollment information to the home institution's financial aid office. The host institution NSE coordinator is responsible for monitoring enrollment throughout the term and advising the home institution NSE coordinator if the student's enrollment has dropped below full-time. The institution that disbursed federal financial aid will be responsible for determining and if necessary paying refunds or repayments resulting from the student's withdrawal from classes.

A student whose home institution is a U.S. institution must comply with enrollment reporting requirements to the National Student Loan Data System (NSLDS).

NSE Membership Roster

The National Student Exchange membership roster is available at www.nse.org. To ensure that financial aid offices have an up-to-date roster of participating institutions, NSE will provide an annual roster to the institution's financial aid officer identified by the NSE coordinator for the institution. NSE will identify, on its membership roster for financial aid purposes, those institutions that are Plan A exceptions.

¹With the exception of costs for transportation to the location of the host campuses, NSE's on-line *Campus Budgets* detail the real budgets for each of its member colleges and universities including tuition and fees, room, meals, books/supplies, personal expenses, travel, and health insurance. For any U.S. student funded by a U.S. home institution budgets must be consistent and in compliance with Title IV guidance.