

## CROSS-REGISTRATION BILLING AGREEMENT

### between Empire State College and (check applicable college)

Cayuga CC _____	Jefferson CC _____	Rockland CC _____
Fulton-Montgomery CC _____	Monroe CC _____	Suffolk CC _____
Jamestown CC _____	Nassau CC _____	

#### WHO SHOULD USE THIS FORM

- Empire State College has a billing agreement with the above colleges. If you are an Empire State College student and are cross registering into one of the above colleges, you need to fill out this form and return it to Student Accounts.
- When you enroll for a cross-registered course, the course is included in your charges at Empire State College. When Student Accounts receives this completed form and the bill from your host college, your charges will be decreased by the amount of tuition at the host college (not to exceed Empire State College's tuition rates) and we will submit the tuition credit to the host college on your behalf. Students are required to pay fees at both colleges.

**STUDENTS SHOULD APPLY FOR FINANCIAL AID AT EMPIRE STATE COLLEGE.  
FINANCIAL AID STUDENTS ALSO MUST HAVE A FINANCIAL AID CONSORTIUM FORM ON FILE WITH FINANCIAL AID.**

#### Part I To be filled out by Empire State College student

Last name _____	First name _____	Middle initial _____	ID number _____
Street _____		City/State/Zip Code _____	

#### Part II To be filled out by Empire State College mentor

Student has approval to take \_\_\_\_\_ credits at the cooperating college in the \_\_\_\_\_ term starting \_\_\_\_\_ and ending \_\_\_\_\_.

Course title _____	Number of credits _____
Course title _____	Number of credits _____
Course title _____	Number of credits _____
Certified by _____	Title _____ Date _____

#### Part III To be filled out by host college representative

Student is registered for \_\_\_\_\_ credits in the \_\_\_\_\_ term starting on \_\_\_\_\_ and ending on \_\_\_\_\_.

Course title _____	Number of credits _____
Course title _____	Number of credits _____
Total tuition amount _____	
Certified by _____	Title _____ Date _____

When completed, issue copies to:

Student Accounts, Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6048  
Host college  
Student