SUNY EMPIRE STATE COLLEGE

F-031–Rev. 8/2015

ENROLLMENT IN OTHER COLLEGES

WHO SHOULD USE THIS FORM

- If you are a SUNY Empire State College student who is cross registering at another institution, your cross-registered course will be included in your Empire State College registration and your enrollment charges will reflect your cross-registered course. When Student Accounts receives this form and your receipt from your host college, we will apply a credit to your account in the amount of your **tuition** for the cross-registered course(s) or the tuition paid at the host college, whichever is less.
- Empire State College has billing agreements with several community colleges. If you are cross registering into one of the community colleges that has a billing agreement with Empire State College, do not use this form. Use the Community College Billing Agreement form instead.
- Empire State College adheres to the SUNY to SUNY Full-time Cross Registration Policy. If you are enrolled for 12+ credits at Empire State College, of which 12+ credits are instructed by Empire State College, and you are cross-registering into another SUNY institution, do not use this form. Use the SUNY Cross Registration Agreement form instead.

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

Student signature _____ Date _____

Part II To be filled out by Empire State College mentor

Student has approval to take _____ credits at _____ college in the _____ term starting on _____ and ending on _____.

_____
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

Student is registered for _____ credits in _____ term starting on _____ and ending on _____.

_____
Course title Number of credits

_____
Course title Number of credits

_____
Course title Number of credits

Phone number _____ Fax number _____

Host contact print name _____ Title _____

Host contact signature _____ Date _____

STUDENTS

Keep a copy of this form. Return the completed original along with proof of registration that includes course titles and a detailed copy of your paid receipt to:

Student Accounts
SUNY Empire State College
111 West Ave.
Saratoga Springs, NY 12866-6069
fax 518-581-2782