AD HOC Consortium Process

Office of Financial Aid

- Student must first contact their academic advisor in Center for Student Success to secure an *Off-Campus Study Approval Form* from Ramapo.

- Students then need to contact the Office of Financial Aid ([finaid@ramapo.edu](mailto:finaid@ramapo.edu)) and send in a copy the approval form from academic advisement. At that time, the required financial aid Ad Hoc consortium paperwork will be emailed to the student. The form needs to be completed by both the financial aid official at the guest College and the student.

- The completed Ad HOC form is to be returned by the student to the Office of Financial Aid at Ramapo College along with a copy of the paid bill. The AD Hoc Form is signed and a memo is sent to the registrar to post the visited schools phantom credits thus correctly reflecting student status. At this time, a cost of attendance budget is created to be used for loan eligibility.

- For students taking out student loans a refund check is issued

- The form can be found on The Office of Financial Aid main page under the forms tab as AD HOC FA form.

- A copy of the completed application will remain in the Office of Financial Aid.
The above is a degree-seeking student at Ramapo College of New Jersey. The student will be enrolled as a transient student at __________________________ during the __________ (semester/year) The Student named may qualify for financial aid administered by Ramapo College based on the following information:

**Enrollment:**

a. Does the student have permission from __________________________ to enroll as a transient? Yes ☐ No ☐

b. Dates of enrollment: _____ Fall _____ Spring _____ Academic Year _____ Summer

c. The student will be enrolled for ___________ credits during the period above.

d. Charges for semester/year:

   Tuition ___________ Fees ___________
   Room ___________ Board ___________
   Books ___________ Total ___________

   e. If the student withdraws during the academic period indicated from __________________________, the Administrator

   Administrator

   agrees to inform Ramapo College of New Jersey the date of withdrawal and any reduction in the student’s charges or credits. Yes ☐ No ☐

**Responsible Official:** The officials who are responsible for the administration of the financial aid programs at the schools listed above agree that all Title IV and State Aid will be calculated and disbursed through Ramapo College (the degree granting institution) in accordance with Federal, State, and
Institutional regulations. Satisfactory progress and other student eligibility requirements will also be monitored by Ramapo College of New Jersey.

Visited Institution _______________________________ Ramapo College of New Jersey

Signature of Administrator _________________________ Financial Aid Office

Title/Phone Number ________________________________ Office of Financial Aid Signature

E-mail Address ________________________________ Date