



**STEP 4 – To be completed by dual institution:**

This is to certify the student named within this agreement, as of this date, has enrolled for \_\_\_\_\_ credits for the term indicated. The student’s costs for this term are calculated as follows:

|                  |                 |
|------------------|-----------------|
| Tuition and fees | \$ _____        |
| Books            | \$ _____        |
| Room and Board   | \$ _____        |
| Personal         | \$ _____        |
| Transportation   | \$ _____        |
| Other _____      | \$ _____        |
| <b>TOTAL</b>     | <b>\$ _____</b> |

I agree not to award aid to the student for the duration of this agreement and to inform Presentation College of any change in enrollment. I understand that Presentation College will be the degree-granting institution. I will notify Presentation College when the student drops credits prior to the end of the add/drop period or withdraws entirely.

\_\_\_\_\_ Date: \_\_\_\_\_  
Financial Aid Administrator  
Printed Name and Title: \_\_\_\_\_  
Name of Institution : \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Please return this completed form to: Presentation College, Attn: Financial Aid Office, 1500 North Main Street, Aberdeen, SD 57401**

**STEP 5 – To be completed by Presentation College Financial Aid**

Presentation College agrees to calculate costs of tuition, fees, and books and will determine the student’s enrollment status, including enrollment at all institutions. Presentation College will calculate the student’s financial assistance, disburse the aid, monitor satisfactory academic progress, and calculate the R2T4 calculation and other student eligibility requirements.

\_\_\_\_\_ Date: \_\_\_\_\_  
Director of Financial Aid

**For Presentation College Registrar’s Office Use Only:**

\_\_\_\_\_ Entered dual enrolled course    \_\_\_\_\_ Reported to NSLDS    \_\_\_\_\_ Received Transcript    \_\_\_\_\_ Entered Grade  
(combined status)