

Mid-Year Transfer

If a student is transferring *to* ETSU *from* another school:

- The student needs to make sure ETSU (003487) is listed on the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov . If we are not listed, they need to add our school code by making a correction on the FAFSA with their pin number (www.pin.ed.gov).
- If the student has the Tennessee Lottery Scholarship or TSAC Grant, it is recommended they contact TSAC to report enrollment intentions and verify their school information to ETSU no later than December 1:
 - <http://www.etsu.edu/finaid/Forms/ChangeOfInstitutionLottery.pdf>
- The student needs to complete the Mid-Year Student Enrollment Form and return it to the Office of Financial Aid at ETSU.
- The student needs to make sure their Spring financial aid is cancelled at their previous college/university if aid has been awarded.
- The student needs to verify ETSU has completed verification, etc. if we have their FAFSA data.

If a student is transferring *from* ETSU *to* another school Mid-Year:

- The student needs to write a statement to ETSU asking us to cancel their Spring financial aid and explaining that they will be transferring to another college/university.
- The student needs to make sure the other college/university is listed on their FAFSA and add them if necessary.
- If the student has the Tennessee Lottery Scholarship or TSAC Grant, it is recommended they contact TSAC to change their school information to their new school no later than December 1:
 - <http://www.etsu.edu/finaid/Forms/ChangeOfInstitutionLottery.pdf>
- The student needs to contact the Office of Financial Aid at their current college/university to see what else they require for a mid-year transfer student.