

# RADFORD UNIVERSITY

Financial Aid Office · P.O. Box 6905 · Radford, VA 24142  
Phone: (540) 831-5408 · Fax: (540) 831-5138 · finaid@radford.edu

## DUAL ENROLLMENT PROGRAMS TRANSFER CREDIT APPROVAL

This form is to be used by students admitted into approved RU dual enrollment programs who wish to have the hours that they are taking at another college counted with their RU hours for purposes of financial aid eligibility. Students who need to take courses at another college to complete requirements for their RU dual enrollment degree program must have this form completed by their advisor.

This form must be completed and returned to the RU Financial Aid office before April 1 for Summer School, July 1 for Fall, and November 1 for Spring. Only classes that are necessary for the RU dual enrollment program completion should be approved.

**Name:** \_\_\_\_\_ **RU ID #** \_\_\_\_\_

College that student will be dually enrolled at: \_\_\_\_\_

Semester that the dual coursework will occur: \_\_\_\_\_

Courses approved for Semester	Credit Hours	RU Course Equivalent

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_

Please fax the completed form to the Financial Aid Office at 540-831-5138.

**Remember**, the student must be accepted for enrollment in one of the Roanoke undergraduate programs – Criminal Justice, Accounting, Management, Social Work, Nursing or Elementary Education or the New College Institute programs - BS in Computer Science and Technology, R.N. to BS in Nursing. The student must apply and have been approved for financial assistance at Radford University.

At the end of this semester the student must request that an academic transcript from the dual enrollment college be sent to the Radford University Registrar's Office.

Forms received after April 1 for Summer School, July 1 for Fall, and November 15 for Spring will not be processed. Dual hours will not be added to RU credit hours for determining financial aid eligibility.