

**2025-2026**  
**ASN-RN/BSN Concurrent Enrollment Form**

**STUDENT INFORMATION**

STUDENT NAME

STUDENT ID

PREFERRED EMAIL

PHONE NUMBER

**GENERAL INFORMATION**

This form establishes a formal agreement between Millersville University (MU) and Harrisburg Area Community College (HACC), confirming your participation in the ASN-RN/BSN Concurrent Enrollment Program for financial aid purposes. By submitting this form, you authorize the sharing of your educational information between both institutions and consent to collaboration between the Registrar and Financial Aid Offices to support the processing of your financial aid at Millersville.

*This form confirms that Millersville University (MU) is the student's home institution, where they are expected to complete their degree. Any credits outlined in the academic advising plan provided by your Millersville faculty advisor and completed at HACC will be transferred back to Millersville after the semester ends. This form, in its entirety must be returned to Millersville's Office of Financial Aid for processing and aid consideration.*

**ENROLLMENT INFORMATION TO BE COMPLETED BY THE STUDENT**

INSTITUTION NAME

HACC STUDENT ID

Will you be taking credits at Millersville during the semester you plan to be enrolled at HACC?

☐

YES

☐

NO

Select the semester you plan to take classes at HACC. A separate form is required for each semester.

☐

SUMMER 2025

☐

FALL 2025

☐

SPRING 2026

**STUDENT TERMS & CONDITIONS**

Review and initial each item below to confirm your understanding and agreement with the terms of aid processing.

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I understand that to have financial aid processed, I must provide Millersville's Office of Financial Aid a copy of:

**1)** A signed copy of this form; **2)** My semester bill from HACC; **3)** My class schedule from HACC.

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I understand that all courses I take at Millersville and HACC must be part of my approved Curriculum Overview or Course Program of Study (CPOS) to be eligible for financial aid.

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I understand it is my responsibility to ensure all financial aid applications and requirements are complete so that aid may be processed on my behalf.

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I understand I am responsible for securing additional funding or setting up payment arrangements with HACC if my financial aid does not fully cover my charges.

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I understand financial aid at Millersville will not pay to my account until after the add/drop period each semester. If I receive a refund from Millersville, I am responsible for using those funds to pay any remaining balance at HACC.

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I understand that I must notify Millersville's Office of Financial Aid if there is a change to my enrollment or if I withdraw from any course at my host institution as it may affect my aid eligibility.

## STUDENT RESPONSIBILITIES & FINANCIAL AID GUIDE

Once you begin at MU, there are certain financial aid responsibilities and processes you must follow. While not specific to the ASN-RN/BSN program, they are required and help ensure a smooth transition between institutions. Following these steps ensures your aid is processed correctly.

**Please review and acknowledge your responsibilities for receiving financial aid:**

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**Complete the FAFSA:** Ensure you complete the Free Application for Federal Student Aid (FAFSA) and include Millersville University's school code (003325).

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**Maintain Satisfactory Academic Progress (SAP):** SAP is a measurement put in place to ensure you are making progress toward your degree. Go to [millersville.edu/fa-sap](http://millersville.edu/fa-sap) to learn more.

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**Meet Enrollment Requirements for Course Program of Study (CPOS):** Aid can only be applied to courses required for your program of study. Go to [millersville.edu/fa-maintain](http://millersville.edu/fa-maintain) to learn more.

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**Meet Enrollment Requirements for Federal Direct Student Loans (if applicable):** You must be enrolled at least half-time in eligible courses to receive financial aid. If your combined enrollment at MU and HACC meets the half-time requirement, but your MU credits alone do not, you can submit an in-school deferment form to Millersville's Financial Aid to keep your loans in deferment.

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**Notify of Enrollment Changes:** Changes to your enrollment at either MU or HACC must be reported to both schools' Financial Aid Offices to avoid delays, aid adjustments, or possible repayment. Go to [millersville.edu/fa-withdraw](http://millersville.edu/fa-withdraw) to learn more.

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**Secure Additional Funding:** If necessary, secure additional funding beyond offered financial aid to cover remaining educational costs through payment plans, federal PLUS loans, or private loans.

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**Apply MU Refund to HACC Balances:** If you receive a refund from MU, you're responsible for using it to pay any balance at HACC.

## REQUIRED SIGNATURES

By signing below, I confirm that I've read and understand the terms and responsibilities related to financial aid and the MU/HACC Concurrent Enrollment Program. I agree to these terms and authorize Millersville University to share my educational and financial aid information with HACC as needed.

STUDENT SIGNATURE

DATE

## FORM SUBMISSION & COMMUNICATIONS

**Return this form and any additional documentation to:**

**Email:** [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu)

**Subject:** HACC & MU Concurrent Enrollment Program

**Questions?** Contact us at [fa.mail@millersville.edu](mailto:fa.mail@millersville.edu) or schedule an appointment at [millersville.edu/fameeting](http://millersville.edu/fameeting). Virtual and in-person options are available Monday–Friday. Be sure to mention you're part of the MU/HACC Concurrent Enrollment Program for the most accurate support.

### OFFICE OF FINANCIAL AID USE ONLY:

**Date Form Received by MU:** \_\_\_\_\_

**Date HACC Bill Received:** \_\_\_\_\_

**Date Course Schedule Received:** \_\_\_\_\_



## Schedule/Bill

Harrisburg Area Community College  
PO Box 7480  
Lancaster, PA 17604  
1-800-ABC-HACC  
(1-800-222-4222)

Print Date:  
Term:  
Student ID:  
Student Phone:  
**Date Due:**



POT	CRN	SUBJ	CRSE	TITLE	CMPS*	CR	START-END DATES	DAYS*	TIMES	ROOM	INSTRUCTOR
1											
2											

This is an example of a billing statement from HACC. You are required to provide your billing statement to the Office of Financial Aid at Millersville University, along with your class schedule from HACC and the ASN-RN/BSN Concurrent Enrollment Form.

\*\*\*\*\* CHARGES \*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

\*\*\*\*\* PAYMENTS/CREDITS \*\*\*\*\*

HACC tuition and fees are subject to change by administrative, legislative, or Harrisburg Area Community College Board of Trustees action, and changes become effective on the date enacted.

Term Charges	
Term Payments	\$0.00
Previous Balance	\$0.00
Amount Due	

Please include a copy of this Schedule/Bill with your remittance.

### Payment Options:

#### Check or Money Order:

Please write the Student ID# on the face of the check or money order to help us properly credit your account. See mailing address above.  
Payment Amount: \_\_\_\_\_

#### Credit Card (Discover, MasterCard, VISA only) or Electronic Check:

Login in to <https://my.hacc.edu/>; Select Registration/Records; Select Pay My Account.

#### HACC Payment Plan:

Review HACC Payment Plan information section.



## Schedule Code Detail

**Campus Key (Cmp):** C=Lancaster, D=Lebanon, G=Gettysburg, I=International, V=Virtual, W=Harrisburg, Y=York

**Day Keys:** M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

## Tuition Refund Information

The refund amount that you are eligible for is determined by and in accordance with the regulations set forth by the Pennsylvania State Board of Education. The refund amount is based upon the total cost of the course and the premise that you owe the balance in full, e.g., one-hundred percent refund or fifty-percent refund of the total cost of the course.

If you are enrolled in a course which has a start and/or end meeting date that does not conform to its part-of-term dates (shown below), the registration and refund dates may vary. Non-conforming refund dates can be viewed by logging into your myHACC student account and going to the Student Tab, Important Dates, Last Day to Drop Class with Tuition Refund.

PoT Code	Part of Term Description	Number of Wks	Tuition Due Date	PoT Start Date	Last Day to Drop Class with 100% Refund*	Last Day to Drop Class with 50% Refund*	PoT End Date
1	Full Term	14	08/07/24	08/26/24	09/03/24	09/16/24	12/14/24
2	1st 7 weeks	7	08/07/24	08/26/24	08/29/24	09/03/24	10/12/24
3	2nd 7 weeks	7	08/07/24	10/21/24	10/24/24	10/28/24	12/14/24
L	Late Term	12	08/07/24	09/09/24	09/16/24	09/26/24	12/14/24

\* Students are encouraged to utilize HACCWeb to drop a course. A course drop may not be performed online after the 100% refund period concludes and at which point, all drop requests must be performed in-person, by mail, or by fax. Instructor approval (signature & grade) are required after the 50% refund period concludes.

## HACC Payment Plan

### Enroll in HACC Payment Plan

Students in good financial standing are eligible to participate. Students with outstanding balances from prior terms are not eligible, until balances are paid.

HACC Payment Plan (HPP) allows you to pay your student bill in scheduled installments. You will be charged a non-refundable \$30 enrollment fee, due at the time of enrollment in the payment plan. Details on the HPP plan can be reviewed when enrolling into the HPP, these details include the number of installments and the installment due dates.

### When can I enroll in the HPP?

- Fall Term HPP enrollment begins July 1st prior to the start of the term
- Winter Session - no payment plan available
- Spring Term HPP enrollment begins the same day registration begins for the Spring term
- Summer Term HPP enrollment begins the same day registration begins for the Summer term

### How can I enroll in the HPP?

Log into your myHACC account. Once logged in, under the Registration/Records Tab, click HACC Payment Plan. Then, click Enroll in HACC Payment Plan. Follow the instructions to complete the HPP and make your first payment.

### Important Information:

If you live in Dauphin, Cumberland, or Perry County, you may be entitled to reduced tuition. Contact your school district administrative office to see if you qualify. Go to HACC.edu for additional information.