



## Written Arrangements

The Registrar, Academic Affairs, or SFA Office (as appropriate) are responsible for the approval of all agreements with host institutions. Prior to entering into an agreement, it is reviewed and approved by the appropriate individuals. Regent University ensures they only enter into agreements with eligible institutions. The written agreements in place with Regent University are specific to study abroad and visiting students, which are subject to approved consortium agreements under the [consortium policy](#). Otherwise, Regent participates in the [Virginia Tidewater Consortium](#) (VTC) for which all participating schools are eligible institutions. The Registrar approves written agreements for these institutions. For schools outside the VTC, SFA researches the school's accreditation status and federal aid participation on the school's website and the federal school code list. All agreements define the following as required by the handbook:

1. The school that will grant the degree or certificate
2. The Students' tuition, fees, and room and board costs at each school
3. The students' enrollment status at each school
4. The school that will be responsible for disbursing aid and monitoring student eligibility
5. The procedures for calculating awards, disbursing aid, monitoring satisfactory academic progress, and other student eligibility requirements, keeping records, and distributing SFA funds.

Monitoring of agreements for individuals attending courses at classes outside of the VTC is performed by the SFA Office and the Registrar's Office.