CSCU Community College Consortium Agreement Request

Step 1: To be Completed by the student

Home School: _____   Host School: _____
(Institute granting student's degree or certificate)   (Institute student is visiting to take courses)

Address: Address:

The schools above are herein entering into a Consortium Agreement for (**print legibly, please**):

Name: _____

Student ID: @_____   Academic Program: _____

Phone: (_____)_____   Email: _____

Special instructions to the student:
The student must: - Be enrolled in an eligible degree or certificate program; must have been approved for financial aid and be making satisfactory academic progress at your Home School during the semester you are applying for this agreement.   - Take only a course(s) at the Host School that is (are) required for the completion of your certificate or degree program at your Home School. Courses must be approved by your Home School Advisor.   - Submit a grade transcript from the Host School to your Home School Registrar's Office upon completion.   **You are responsible for purchasing any books associated with courses covered by this agreement. Books are not covered by financial aid under this agreement.**   - Be aware that financial aid is awarded and disbursed by your Home School only.   - Please be advised that the Host School may require payment of tuition and/or fees from you at the time of registration *regardless of your financial aid status*. If this request is submitted late, you must pay the Host School.   - The Home School will make every effort to transfer the funds directly to the Host School. However, if the Host School does not bill, or bills late, the Home School will disburse the award directly to the student, and the student will be responsible for paying the Host School directly. If the eventual aid award is insufficient to cover all costs, the student will be responsible for all remaining expenses due to the Home and/or Host School.

Student Signature:		Date:	
Year	Fall	Spring	Summer

Course(s) student will be enrolled in at **HOME SCHOOL**:

Course Title	Course #	# of Credits

Course(s) student will be enrolled in at **HOST SCHOOL**:

Course Title	Course #	# of Credits

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I certify that the course(s) listed above are required to fulfill degree/certificate requirements at the Home School.

Authorized Signature of HOME School Official:

Signature	Print Name & Telephone	Date

Step 2: To be Completed by the Home School Financial Aid Office

Statement of Purpose
The Consortium Agreement will allow the **Home School** to disburse financial aid based on the student's combined enrollment at both institutions. The **Home School** is responsible for determining financial aid eligibility, awards, disbursing aid, returns, monitoring Satisfactory Academic Progress and reporting requirements for institutional, state, and federal aid. The **Home School** will seek to verify enrollment at the Host School during the period of enrollment, and will also seek final grades for the student at the conclusion of the period of enrollment.

The Home School will process financial aid according to the method below:

After Home School charges are paid, the Home School will transfer remaining financial aid funds to the Host School for the direct charges itemized by the Host School. The student shall be responsible for paying any difference in tuition and fee charges. **The student is responsible for the purchase of their books at the Host School**.

Estimated Financial Aid Funds to be transferred by Home School: _____

Estimated Out-of-Pocket Book/Supply Costs to the Student: _____

Step 3: To be completed by the Host School Financial Aid Office (or attach Registration Form):

Period of Enrollment and Registered Courses:

Year	Fall	Spring	Summer

Courses for which the student is registered:

Course Title	Method of Class Delivery (select type)	Course #	# of Credits

Cost for Total Credits: Tuition: _____   Fees: _____

Total: _____

NOTE: The Host School will notify the Home School if the Student withdraws from any of the above courses at any time during the enrollment period.

HomeSchool	**HostSchool**
Authorized Official: _____	Authorized Official: _____
Print Name & Telephone: _____	Print Name & Telephone: _____
Date: _____	Date: _____