

Student's Name: _____ Student ID: @ _____

CONSORTIUM AGREEMENTS

Student instructions, procedures, and responsibilities checklist

Section I: Checking your eligibility

- Students must be in a "Satisfactory Academic Progress" (SAP) status in order to be eligible to start the consortium agreement process.
- Consortium agreements are **ONLY** done between the State Community Colleges, and Charter Oak State College.*
- Students must be Grant eligible. Loan **ONLY** students do not qualify.
- All Housatonic Students who wish to do a Consortium Agreement must complete the Consortium Agreement at Housatonic Community College Financial Aid Office, which would be their Home School.

Have you ever done a Consortium Agreement at HCC? NO YES If yes: Term/Year: _____ / _____
Final grade? _____

Section II: Applying for a consortium agreement

- Students must meet with a Housatonic counselor in the Counseling Office to confirm that courses can be used towards the completion of their degree at Housatonic. A counselor must sign off on the Consortium Agreement.
- Students may be required to pay some or all their educational expenses at the Host School, which includes tuition and fees. Books and supplies for Host School course(s) are not covered under the agreement.
- It is the student's responsibility to also attach a copy of their registration from the Host School to the Financial Aid Office with the Consortium Agreement.

Section III: Finalizing your consortium agreement

- Once the semester is over the student must transfer all credits taken at the Host School back to Housatonics Admissions Office, their Home School, through an official school transcript. This must be done within (2) weeks of your last day of enrollment in the course(s) during the semester at the Host School.
- Students must complete a "transfer evaluation form" in Housatonic's Admissions Office in order to successfully transfer all credits in. Students must check and confirm that their courses have been transferred in and are posted on their transcripts. A copy of your grade(s) must also be submitted to Housatonics Financial Aid Office (unofficial transcript accepted).
- Students must notify the Financial Aid Office when the steps in this section have been completed or if enrollment at either school changes.
- STUDENTS WHO DROP A COURSE(S) AND/OR EARN A "W", "I", "N", "F", OR "UF" WILL NO LONGER QUALIFY FOR CONSORTIUM AGREEMENTS**

Student's Signature: _____

Date: _____

*Please note that because Charter Oak State College's Tuition and fees are different from Connecticut Community College's tuition and fees you may owe an account balance with them, if they are the Host School.

CT State Community College Consortium Agreement Request



STEP 1: To be Completed by the student

Home School: _____
(Institute granting student's degree or certificate)

Host School: _____
(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:				
<p>The student must:</p> <ul style="list-style-type: none"> 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 <i>regardless of your financial aid status</i>. 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Fall</td> <td style="width: 25%; text-align: center;">Spring</td> <td style="width: 25%; text-align: center;">Summer</td> </tr> </table>	Fall	Spring	Summer
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

CSCU Community College Consortium Agreement Request



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
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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: _____