# Consortium Agreement

A consortium agreement enables you to receive financial aid while concurrently enrolled for courses at The University of Toledo (home institution) and another institution (host institution). This allows your eligibility for financial aid to be based on the total credit hours attempted at both institutions for the term. **A new consortium agreement must be completed each term. If approved for consortium, the maximum number of terms allowed is three.**

## Application Requirements

A processed and complete Free Application for Federal Student Aid (FAFSA) for the appropriate academic year must be on file at The University of Toledo (UT) prior to the submission of the signed and completed consortium agreement. The financial aid award year at UT begins with summer term and ends with spring term. In addition, you must:

- be admitted to UT as a degree seeking student.
- meet with your academic advisor to verify that classes from the host institution will be accepted and will satisfy degree requirements at UT. The course(s) being funded by financial aid must be required by your degree program. Your academic advisor's signature on Part III of this agreement indicates that the classes will transfer to UT.
- complete the Student Information section and sign the Student Certification section.
- coordinate the completion of this agreement at the host institution's Office of Student Financial Aid and Registrar's Office.
- submit the completed form with the student, host institution, and UT advisor information and signatures to the UT Rocket Solution Central Office (RSC) or mail it to: Office of Student Financial Aid, The University of Toledo, 2801 W. Bancroft St., MS 314, Toledo, OH 43606-3390.

## Consortium Agreement Restrictions

- Both UT and the host institution reserve the right to not participate in a consortium agreement for any reason.
- A consortium agreement will not be processed at UT for your first term of enrollment in a degree seeking status.
- The consortium process (home or host status) is limited to no more than three terms. Even if you drop or withdraw from all of your classes at the host institution during a consortium term, that term will still be included as one of the three consortium terms permitted.

## Disbursement of Financial Aid

Financial aid can be disbursed only after evaluation of credit hours is accurately determined. **It is your responsibility to arrange for payment at the host institution, including tuition, fees, and books, until funds can be disbursed to you.** You must follow regular payment procedures at both institutions to ensure that your fees and bills are paid by the required deadline dates.

You must be registered and attending at least 6 credit hours at UT to meet the requirements for federal campus-based aid programs (Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant – FSEOG, and Federal Work-Study) and at least 12 credit hours at UT to meet the requirements for institutional grants and scholarships. Consortium credit hours will not be used to establish eligibility for these programs.

## Deadline

- Agreements must be received by the Office of Student Financial Aid **a week prior to classes starting at UT for the consortium term.**
- Allow time for the consortium agreement to be processed. It could take up to two weeks for the consortium agreement to be completed by the Office of Student Financial Aid at UT.

## Student Requirements

- You must be concurrently enrolled at UT (at least one class) and the host institution to be eligible for financial aid.
- You must notify the Office of Student Financial Aid at UT immediately of any changes in your enrollment status at the host institution. In the event of non-attendance or withdrawal from any or all classes, you will be responsible for repayment of financial aid received according to applicable federal and institutional regulations.
- **All consortium credit hours submitted for consideration must be accepted and satisfy degree requirements at UT**. Meet with your academic advisor for assistance.
- **Credit hours earned at the host institution must be transferred to UT within 15 days after the end of the term. An official transcript must be sent to the Office of Undergraduate Admission at UT. Financial aid for subsequent periods of enrollment will not be released until the official transcript has been received and reviewed.**

## Satisfactory Academic Progress

Credit hours taken at both institutions will be used to determine your Satisfactory Academic Progress (SAP) as a financial aid recipient at UT. Please review the SAP policy on our website at *www.utoledo.edu/financialaid/*. Zero credit hours earned at either institution will result in immediate suspension of federal financial aid.

*Please make a copy of this consortium agreement for your records.*

## Consortium Agreement - Part I

TO BE COMPLETED AND SIGNED BY THE STUDENT

### Student Information

The purpose of this consortium agreement is to enable enrolled students at UT to participate in financial aid programs while concurrently attending another institution (host institution) and UT (home institution). UT will be the home institution providing financial aid.

Name_____ UT Rocket Number R_____

Address_____ City_____ State_____ Zip_____

Semester/year of consortium_____ Date semester begins_____ Date semester ends_____

Phone Number_____ Major/Program_____

Host Institution_____ Number of credit hours at UT_____

Number of credit hours to be taken at host institution_____

### Student Certification

Please certify that you have read and understand the statements below.

- I am asking UT to include my enrollment hours at my host institution for federal and state financial aid. **I may only apply for financial aid at one institution.**
- I am enrolled in a degree seeking program at UT and agree to only enroll in courses that are transferable and/or applicable to my degree program. I understand that I am required to meet with my academic advisor at UT to confirm that all courses taken at the host institution will transfer and are applicable to my degree program.
- I understand that I will receive financial aid from UT and all financial aid records for this period will be maintained at the Office of Student Financial Aid at UT.
- I understand that certain financial aid programs will not recognize consortium credit hours to establish eligibility for disbursement.
- I understand that financial aid will be credited to my student account at UT on the scheduled disbursement date of the term and will be used first to pay UT tuition and required fees. Eligible refundable financial aid that creates an excess financial aid balance will be refunded.
- **I understand that it is my responsibility to pay the host institution for any balance owed and that I am subject to their payment timetable.**
- I will notify the Office of Student Financial Aid at UT immediately of any changes in my enrollment status at either institution.
- I will transfer credit hours taken at the host institution to UT within 15 days after the date the term ends. I understand that if this is not done, all future financial aid at UT will be canceled.

**I authorize the host and home institutions to release enrollment, financial, and academic information to the Financial Aid and Registrar's Offices. This release also applies to other offices on a "need to know" basis. I certify that I have read and understand the procedures and requirements of the consortium agreement. I agree to comply with these procedures and understand that noncompliance will result in a loss of financial aid.**

Student Signature_____ Date_____

## Consortium Agreement - Part II

TO BE COMPLETED AND SIGNED BY THE HOST INSTITUTION'S OFFICE OF STUDENT FINANCIAL AID

Name of Host Institution_____ Term_____

Enrollment Dates: From_____ To_____ Number of credit hours student is registered for_____

Total Cost of Attendance $_____ Tuition/Fees $ _____ Books/Supplies $_____

Room/Board $_____ Transportation $_____ Personal/Misc. $_____ Other $_____

Under this agreement, the host institution agrees to:

- not award any financial aid to the student in this agreement
- attach a copy of the student's current registration and invoice to this form
- notify UT if the student fails to enroll at or withdraws from the host institution

**This signed agreement acts as a release form for enrollment, financial, and academic information on this student. Your signature verifies that the student is registered for classes and that all information above is accurate.**

_____ _____

Host Institution Financial Aid Signature Date

_____ _____ _____ _____

Printed Name and Title Email Address Fax Number Telephone Number

Student Name_____ UT Rocket Number R_____

## Consortium Agreement - Part III

TO BE COMPLETED AND SIGNED BY THE STUDENT'S UT ACADEMIC ADVISOR

A consortium agreement enables a student to receive financial aid while concurrently enrolled for courses at UT (home institution) and another institution (host institution). Eligibility for financial aid is based on the total credit hours attempted at both institutions for the term, provided the coursework is applicable to the student's degree program.

COURSES ACCEPTED FOR DEGREE PROGRAM

| Host Institution Course Name and Number | Credit Hours | UT Equivalency Course Name and Number | Program Usage* |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

*(S)ubstitution, (E)quivalent, (R)equired elective

**I have reviewed the degree program and the above courses will be accepted for transfer and will count toward the student's degree requirements at UT (major or required electives).**

_____ _____
Academic Advisor Signature Date

_____ _____ _____
Printed Name Department Telephone Number

## Home Institution Financial Aid Certification

_____ _____
Student's Degree Program Student's Total Credits

_____ _____
Home Institution Financial Aid Signature Date

Please return to:
The University of Toledo · Office of Student Financial Aid · 2801 W. Bancroft St., Mail Stop 314 · Toledo, OH 43606-3390
Questions? Contact Rocket Solution Central at 419.530.8700 · Email: *finaid@utoledo.edu*