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 agreement (completed and signed by the student, host institution, and UT advisor) and a copy of your current registration and invoice from the host institution to the UT Rocket Solution Central Office (RSC) or mail 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 the first day of the semester 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 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 ____________________________
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

<table>
<thead>
<tr>
<th>Host Institution</th>
<th>Credit Hours</th>
<th>UT Equivalency Course Name and Number</th>
<th>Program Usage*</th>
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*(S)ubstitution, (E)quivalent, (R)quired 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).

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<th>Academic Advisor Signature</th>
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Home Institution Financial Aid Certification

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<th>Student’s Degree Program</th>
<th>Student’s Total Credits</th>
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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