



Financial Aid Consortium Agreement Guidelines

Introduction

A Consortium Agreement is a written, formal agreement between two institutions eligible to participate in Title IV Federal funding programs. The Consortium Agreement allows a student to enroll in courses at another institution while working toward a degree at Clark College.

This agreement states that Clark College, as the Home Institution, another eligible institution, as the Host Institution, and the participating student have worked to ensure that all parties have a clear understanding of their rights and responsibilities involved in a Consortium Agreement.

Student Rights

- The student has the right to enroll in courses required for his/her degree or certificate at an institution and have those credits transfer to Clark College as applicable.
- The student has the right to receive available Title IV funds from Clark College while enrolled at another eligible institution with a completed Consortium Agreement per his/her eligibility.

Student Responsibilities

- **The student must be enrolled in a minimum of 6 required credits at Clark College before being allowed to participate in a consortium agreement with another school.**
- The student should meet with an academic advisor to ensure that the classes being taken at the Host Institution are necessary and applicable to the student's degree or certificate program at Clark College.
- The student must not apply for and/or accept Title IV funds from more than one institution during the same period of enrollment.
- The student must provide the Clark College Financial Aid Office with an unofficial copy of his/her academic transcript or grade reports for the purpose of demonstrating Satisfactory Academic Progress each term.
- The student, if awarded funds for consortium classes, must pay the Host Institution's tuition and fees from the funds released to the student.

Clark College Rights

- The Office of Financial Aid has the right to cancel any Title IV funds if the student does not demonstrate eligibility for those funds.
- The Office of Financial Aid may adjust any aid funds according to enrollment status and/or cancellation of enrollment by the student.

Clark College Responsibilities

- The Office of Financial Aid must notify the student of any changes or cancellations of financial aid funds.
- The Home Institution (Clark College) must monitor Satisfactory Academic Progress; report the total student's enrollment status will be between both institutions; determine the Cost of Attendance (including tuition, fees, room and board; and disburse any eligible financial aid funds to the student.
- The Office of Financial Aid will perform Refund/Repayment calculations if a student cancels enrollment.
- The Home Institution (Clark College) is responsible for retaining all financial aid records applicable to the participating student.



FINANCIAL AID CONSORTIUM AGREEMENT

Clark College (Home Institution) and

_____ *Consortium Host Institution*

Summer _____ Fall _____ Winter _____ Spring _____

Have entered into a consortium agreement whereby students enrolled at, and admitted as degree or certificate seeking students at Clark College (Home Institution) may be approved funding for credits taken at the Host Institution. All consortium credits must be applicable to the degree or certificate being pursued at Clark College. The Host Institution will notify Clark College if the undersigned student withdraws from classes during the term.

The student will be responsible for having credits for such courses transferred to Clark College. Transferred credits can count toward the degree or certificate in the same manner as any other credits received through Clark College, providing that at least thirty (30) degree credits or certificate hours are earned directly at Clark College.

It is agreed by the undersigned that financial aid will be awarded through the Home Institution, taking into consideration concurrent enrollment at both institutions. With respect to financial aid awards, this agreement specifically concerns the following student:

Name _____

Student Identification Number _____

Social Security Number _____

Number of Credit Hours at Clark College _____

Total Tuition & Fee Charges at Clark College _____

To be completed by Consortium School:

The student will be enrolled in _____ # units or credits or hours or Other: _____

From _____ to _____ (specific dates)

Which is considered 1/2 time 3/4 time full-time enrollment.

Please check the appropriate term for your institution: Quarter Semester Other:

Total Tuition & Fee Charges at Host Institution: _____

Signed: _____
Director of Financial Aid - Clark College – Home School

Date: _____

Signed: _____
Director of Financial Aid - Host Institution

Date: _____

Student Responsibilities:

1. Must deliver consortium agreement to the Financial Aid Office of the cooperating institution.
2. Must provide to parent institution (Clark College) proof of registration for term of consortium agreement.
3. At the end of the term must provide to Clark College proof of satisfactory completion of coursework at Consortium Host Institution. (grade report)
4. I have read the Consortium Agreement guidelines and agree to follow them.

Signed: _____
Clark College Student

Date: _____

Director/Asst. Director SMS *CA D D _ CLK #cr/host school #cr initial* Processor Loans Scanning

Clark College does not discriminate on the basis of race, color, creed, religion, age, sex, marital status, disability, sexual orientation, gender identity, gender expression, national origin, disabled or Vietnam veteran status in its program and activities.

