

WHAT IS A CONSORTIUM AGREEMENT?

A **Consortium Agreement** is a contract between two colleges/universities that recognize the registration of a student at each site for financial aid purposes.

The consortium agreement also certifies that only one of the two colleges/universities will administer Title IV financial aid for the student.

The **Consortium Agreement** refers to the two colleges/universities as the “Home Campus” and the “Host Campus”.

- The “Home Campus” is the school where the student is fully admitted and from which he/she will get a degree.
- The “Host Campus” is where the student temporarily takes courses, whose credits will be transferred back to his/her “Home Campus”.

FINANCIAL AID:

Students may be eligible for financial aid if:

- Studying in an approved Study Abroad Program,
- Completing the Allied Health Degree Program,
- Enrolled in classes at another IU Campus.

Consortium agreements should be completed no later than 45 days prior to the start of the semester. Extra processing time for financial aid may be needed to ensure funds to be available by semester start date.

Additional Information:

- IU Southeast does not participate with other **non-IU schools** regarding consortium agreements.
- All classes using a consortium agreement must transfer back to IU Southeast and count toward their IU Southeast degree.
- Classes taken through the IU School of Continuing Studies may not be eligible for financial.
- Correspondence and telecommunications classes are unable to be processed through the consortium agreement process.

STEPS TO COMPLETE A CONSORTIUM AGREEMENT:

1. Pick up consortium agreement from IU Southeast Financial Aid Office or print off from website at <http://www.ius.edu/financialaid/Forms.cfm#123>
2. Complete Section I of consortium agreement. Signature of student is required on form. Please note that two forms (2) may be needed if classes will be for more than one semester.
3. Take consortium agreement to academic Dean or advisor to complete Section II. Signature and listing of classes w/credit hours required on form.
4. Drop off signed consortium agreement to Financial Aid Office at least 45 days prior to the semester start date. Agreements dropped off after this date may not be able to be completed by semester start date.
5. Section III completed by IU Southeast Financial Aid Office and sent to "HOST CAMPUS".
6. "HOST CAMPUS" to complete Section IV of consortium agreement and returns to IU Southeast Financial Aid Office.
7. Enroll in class or classes at "HOST CAMPUS".
8. Student to notify IU Southeast of any changes in enrollment.
9. Student must request transcript from "HOST CAMPUS" to be sent to Registrar Office at IU Southeast.

CONTACTS:

Study Abroad Programs:

Frank Wadsworth HH-008

Phone: 812-941-2531

Email: fwadsw@ius.edu

Allied Health Program:

Michelle Zimmerman LF-324

Phone: 812-941-2192

Email: miczimm@ius.edu

ESL/ESN Program

Jane Riehl HH0031

Phone: 812-941-2449

Email: jriehl@ius.edu

CONSORTIUM AGREEMENT

Indiana University Southeast _____ with _____
Home School Host School

The home school and the host school listed above are hereby entering into a consortium agreement.

SECTION I: To be completed by the Student:

Name: _____ University ID Number: _____
Telephone Number:(____) _____ E-mail Address: _____
Current Permanent Address: _____ Address while studying away: _____
Street Address Street Address
City State Zip City State Zip

Consortium Period: Fall 20____ Spring 20____ Summer 20____
(Consortium Agreement is for **one** term only. Please complete a new consortium agreement for each additional term.)

Under this consortium agreement, the student will:

- Be enrolled in a degree, certificate, or other recognized program at the home school (IU Southeast).
- Maintain satisfactory academic progress (SAP).
- Take courses at the host school which are transferable to his or her home school degree, certificate, or recognized credential as certified by his or her home school academic advisor.
- Notify the home school financial aid office if he or she does not begin attendance in the courses listed and approved in this consortium agreement.
- Immediately inform the home and host school of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
- Ensure that the host school provides the home school with a host school academic transcript upon completion of the consortium period.
- File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
- Pay tuition, fees, and other expenses as charged by the home and/or host school.

Student Signature _____ Date: _____
E-mail Address: _____ Phone:(____) _____

SECTION II: To be completed by the Student's home school (IU Southeast) academic advisor:

Number of credit hours the student is taking at the host school: Fall 20____ Spring 20____ Summer 20____
List the course(s) that the student is taking at the host school which are applicable to his or her academic program at the home school:
(i.e.) ENG-W 231 Professional Writing Skills 3 hrs _____

Under this consortium agreement, the home school (Indiana University Southeast):

1. Certifies that the student is enrolled in a degree, certificate, or recognized credential at the home school.
2. Agrees to accept the course work listed above toward the completion of the student's degree, certification, or recognized credential requirements.

Academic Advisor's Signature: _____ Printed Name: _____
Academic Department: _____ Date: _____
Academic Advisor's E-mail Address: _____ Phone:(____) _____

SECTION III: To be completed by the home school financial aid officer:

Under this consortium agreement, the home school (Indiana University Southeast):

- Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
- Will make available applicable student consumer information required under Title IV.
- Certifies that the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at the home school (IU Southeast).
- Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
- Will calculate returns of the Title IV funds, when appropriate.
- Will maintain Title IV recordkeeping and reporting requirements.

Home School Financial Aid Officer's Signature: _____

Printed Name: _____ Date: _____

Financial Aid Officer's E-mail Address: _____ Phone: (____) _____

SECTION IV: To be completed by the host school financial aid officer:

Will the student receive financial aid at your institution? _____ Yes _____ No

Type & amount of funding from host school:

Grants: _____ \$ _____

Scholarships: _____ \$ _____

Other: _____ \$ _____

Enrollment period dates: From: _____ To: _____

Tuition and fees: \$ _____ Room and Board: \$ _____

Books and Supplies: \$ _____ Transportation: \$ _____

Misc. personal expense: \$ _____ Other (specify): \$ _____

Name, address, telephone number, and e-mail address of person at host school to whom check(s) for payment should be sent:

Under this consortium agreement, the host school:

- Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
- Will make available applicable students consumer information required under Title IV.
- Will provide the home school with documentation of the student's enrollment at the host school.
- Agrees to notify the home school if the student fails to enroll in or withdraw from, the host school (to include the withdrawal date and other relevant information).
- Will provide the home school with a host school academic transcript upon completion of the consortium period.

Host School Financial Aid Officer's Signature: _____

Printed Name: _____ Title: _____

Academic Department: _____ Date: _____

Financial Aid Officer's E-mail Address: _____ Phone: (____) _____

Please return this form to:

Indiana University Southeast Financial Aid Office
4201 Grantline Road
US105
New Albany, IN 47150
Fax: (812) 941-2546

Comments: _____