



CONSORTIUM AGREEMENT

Northwest College is willing and interested in participating in consortium agreements in cases where the agreement helps meet a student's educational goals. A consortium agreement is an agreement between two institutions for the financial benefit of a student who is simultaneously enrolled at both institutions. This agreement allows a student to receive Title IV funding from *Northwest College* for all of the eligible courses for which the student is enrolled. The student must be eligible for financial aid and be a degree-seeking student at NWC to be eligible for this consortium agreement. For a course to be eligible it must be offered by an accredited *host* institution eligible to participate in Title IV federal aid programs and **accepted by Northwest College towards satisfying the student's degree requirements at NWC.** It is the student's responsibility to complete the agreement properly and insure that all necessary steps are taken so funding may be delivered and academic credit granted for the courses.

The consortium process has several steps. Northwest College is the *HOME* institution for the purposes of completing this agreement. Please review and then complete the following steps.

1. Complete your application for need-based financial assistance (Free Application for Federal Student Aid/FAFSA) at least 12 weeks prior to the beginning of the semester in which you would like to use a consortium agreement. Students on financial aid suspension at NWC are not eligible for consortium agreements at NWC. Each agreement is valid for **only one semester.** (Reapplication is necessary for each semester.)
2. Register for classes at NWC and the *HOST* institution. You must be simultaneously enrolled for a minimum of six credit hours between the *HOST* institution and NWC for this agreement to be valid.(3credit minimum at NWC)
3. Complete all sections of this application, leave nothing blank.
4. Mail or fax the consortium agreement to the Financial Aid Office at the *HOST* institution. Have the Registrar and Financial Aid Director at your *HOST* institution review and complete their sections of this consortium agreement. Ask the Financial Aid Office at the *HOST* institution to mail or fax the completed form to the Financial Aid & Scholarships Office at NWC for approval.
5. At the end of the semester, **YOU must request an official copy of your academic transcript from the HOST** institution be sent to the Registrar at NWC to receive transfer credit. Under this consortium, you must meet NWC's financial aid satisfactory progress standards with the combination of *HOST* and NWC grades. Your financial aid for the next semester is contingent upon NWC's receipt and evaluation of the transcript from the host institution.

If you have any questions regarding this process, please call the Financial Aid Office at 307-754-6158 or 1-800-560-4692, ext. 6158.

Processing may take four (4) to six (6) weeks. It is the student's responsibility to comply with the host institution's fee payment policies during processing. At NWC, tuition and fees must be paid or arrangements for payment made at the time of registration. No student will be allowed to register for classes with a balance owing from a previous semester. Students are encouraged to contact the Northwest College Business Office in regard to their financial obligations and status.

It is your responsibility to meet all the conditions discussed above

KEEP THIS PAGE FOR YOUR RECORDS

Northwest College Financial Aid & Scholarships Office 231 West Sixth Street, Powell, WY 82435 / 1.307.754.6158

www.northwestcollege.edu/financialaid * financialaid@northwestcollege.edu



**OFFICE OF FINANCIAL AID & SCHOLARSHIPS
CONSORTIUM AGREEMENT**

Northwest College Financial Aid & Scholarships Office 231 West Sixth Street, Powell, WY 82435 / 1.307.754.6158

POLICIES COVERED BY THIS CONSORTIUM AGREEMENT

1. A student completing this agreement must be seeking a degree from Northwest College and intending to enroll for credit at a *host* institution. The student will receive financial aid **only from Northwest College**. All Federal financial aid awards will be made by Northwest College based on the policies of Northwest College. **The student must be enrolled at NWC institution for at least one 3 credit course applicable to his/her degree** in any term covered by this agreement. Students wishing to enroll for courses at either the *home* or the *host* institution must apply and **be officially accepted for admission at the institution(s) offering the courses**.
2. **A separate consortium agreement must be completed each semester** for which the student wishes to take courses at the *host* institution and have them counted towards financial aid eligibility.
3. The student's **Cost of Attendance budget** will reflect costs at Northwest College.
4. Payment of institutional charges at Northwest College by financial aid will be done according to Northwest College's disbursement procedures. Any excess funds will be disbursed to the student. **The student will be responsible for making tuition payments to the host institution** according to the schedule required by that institution. No special payment schedule will be set for students who owe tuition charges at the *host* institution.
5. To ensure transferability of course work from the *host* institution to Northwest College, the **Northwest College Registrar must approve the student's proposed schedule** of courses at the *host* institution, as listed on this form.
6. **IT IS THE STUDENT'S RESPONSIBILITY TO NOTIFY NORTHWEST COLLEGE FINANCIAL AID OFFICE OF ANY DROPPED COURSES OR WITHDRAWALS AT EITHER NWC OR HOST INSTITUTION.** In the event of a total withdrawal from **both** institutions, the *host* institution will remit to Northwest College any resulting tuition/housing refund due to the student. NWC will be responsible for any refund particular to its own financial aid accounts.
7. The *host* institution will document both the last date of attendance in all its classes and attendance in at least one class period (if requested by NWC).
8. It is the **student's** responsibility to ensure that an **academic transcript** from the *host* institution representing work attempted under this agreement arrives at Northwest College in a timely manner.
9. As a condition of this agreement, the student authorizes both NWC and the *host* institutions **to share all relevant information** relating to the student's application for and receipt of financial aid if that information is needed by the other institution. The student's signature on this form also indicates that he/she is aware that the proceeds of all financial aid received for the applicable term must be used only for educational expenses incurred.
10. The **student will abide** by all applicable academic, social and administrative rules, regulations, and policies of the *host* institution, as well as those of Northwest College.
11. Neither institution waives its **governmental immunity** by entering into this agreement. Both institutions fully retain all immunities and defenses provided by law. This agreement may be canceled by either institution upon written notification and will automatically terminate at the conclusion of the identified term of enrollment.

It is your responsibility to meet all the conditions listed above

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**Consortium Agreement
Financial Aid and Scholarships**

For the administration of financial aid for a student who is concurrently enrolled at two or more institutions of post-secondary higher education

Student (last, first, middle):

SS# last 4 digits :

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Parties to the Agreement

Home Institution Northwest College Powell, WY	Host Institutions city state
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Enrollment Periods covered by this Agreement

Enrollment Period at Northwest	Start (MM-DD-YY)	End (MM-DD-YY)	Enrollment Period at Host Institution	Start (MM-DD-YY)	End (MM-DD-YY)
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Course work to be completed this term

(indicate from which school each course is taken)

Course Dept. Code Number & Section	Course Title	Semester Cr. Hours	Northwest	Host School	Tuition and Fees for Courses

Student's signature indicating acceptance of all terms of this agreement

Student's Signature	Date	Student's Telephone Number	Student's e-mail address
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Host Institution signatures signifying transferability of proposed course work

Host Institution Registrar Signature	Date	Registrar's Telephone Number	Registrar's e-mail address
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Host Institution Financial Aid signature indicating acceptance of all terms of this agreement

Host Institution Financial Aid Director's Signature	Date	Financial Aid Dir. Telephone Number	Financial Aid Dir. e-mail address
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Northwest College Registrar's signature signifying transferability of proposed course work

Northwest College Registrar's Signature Brad Hammond	Date	NWC Registrar's Telephone Number (307)754-6400	NWC Registrar's e-mail address brad.hammond@northwestcollege.edu
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Northwest College Financial Aid Director's Signature indicating acceptance of all terms of this agreement

Northwest College Financial Aid Director's Signature Beverly Bell	Date	NWC Financial Aid Dir. Telephone Number (307)754-6232	NWC Financial Aid Dir. e-mail address bev.bell@northwestcollege.edu
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