A consortium agreement enables you to receive financial aid while concurrently enrolled for courses at Northwest State Community College (home institution) and another institution (host institution). This allows your eligibility for financial assistance to be based on the total credits attempted at both institutions for the semester or term. A new consortium agreement must be completed each semester.

**Application Procedures:**

- Completed and processed Free Application for Federal Student Aid (FAFSA) on file at Northwest State Community College (NSCC).
- Admitted to NSCC as a degree seeking student.
- Meet with your academic advisor or Dean to verify classes from Host Institution will be accepted and satisfy degree requirements at NSCC. Course being funded by Financial Aid must be required by your program of study. Have your departmental Dean sign Parts II of this agreement, this signature indicates that the classes will transfer to NSCC.
- Complete and sign the Student Information and Certification sections.
- Deliver this form to the Host Institution Financial Aid Office and Registrar’s office for completion and signatures.
- Return this form to the NSCC Financial Aid Office when completed.

**Consortium Agreement Restrictions:**
Both NSCC and the host institution reserve the right not to participate in a consortium agreement for any reason.

**Disbursement of Financial Aid:**
Financial aid can be disbursed only after evaluation of credits 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.

**Deadline:**
- Agreements must be received by the Financial Aid Office a week prior to classes starting at NSCC for the semester of the appropriate term.
- Allow time for the consortium agreement to be processed. It could take up to 2 weeks for the consortium to be completed by the Financial Aid office at NSCC.

**Student Requirements:**
- You must be concurrently enrolled at NSCC (at least one class) and the Host institution to be eligible for financial assistance.
- You must notify the Financial Aid Office at NSCC of any changes in your enrollment status at the host institution immediately. 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 NSCC. Meet with the academic dean from your program of study for assistance.
- Credits earned at the host institution must be transferred to NSCC within 15 days after the end of the semester. You must send an official transcript to the Financial Aid Office at NSCC. Financial aid for subsequent periods of enrollment will not be released until transfer of credits can be verified.

**Satisfactory Progress:**
Credits taken at both institutions will be used to determine your Financial Aid Satisfactory Academic Progress (SAP) as an aid recipient at NSCC. Please review the SAP policy available on our website at www.northwest state.edu. Zero credits earned at either institution will result in immediate suspension.

Please make a copy of this consortium agreement for your records.
CONSORTIUM AGREEMENT PART I

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>NSCC ID#</th>
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<tbody>
<tr>
<td>Student Address</td>
<td>City</td>
</tr>
<tr>
<td>Semester and Year of Attendance</td>
<td>Date Semester Begins</td>
</tr>
<tr>
<td>Student Phone Number</td>
<td>Student’s Major/Program</td>
</tr>
<tr>
<td>Number of credit hours to be taken at NSCC</td>
<td>Number of credit hours to be taken at Host Institution</td>
</tr>
</tbody>
</table>

**Registered Courses at Host Institution**

<table>
<thead>
<tr>
<th>Host Subject &amp; Course Prefix Number</th>
<th>Course Title/Name</th>
<th>Credit Hours</th>
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**Student Certification:**
Please certify that you have read and understand the statements below:

- ✓ I am asking NSCC to include my enrollment hours at my host institution for federal, state and other financial aid. **I may only apply for financial aid at one institution.**
- ✓ I am enrolled in a degree seeking program at NSCC 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 the Department Dean at NSCC 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 NSCC and all financial aid records for this period will be maintained at the Financial Aid Office at NSCC.
- ✓ I understand that financial aid will be credited to my student account at NSCC and will be used first for tuition and required fees, with any remaining balance available for use in the NSCC bookstore. Financial aid will be applied on the scheduled disbursement date of the term. The financial aid award year at NSCC begins with Summer and ends with Spring semesters.
- ✓ I understand I am responsible to pay the HOST INSTITUTION for any balance owed and am subject to their payment timetable.
- ✓ I will notify the Financial Aid Office at NSCC immediately of any changes in enrollment status at either institution.
- ✓ I will transfer credits taken at Host Institution to NSCC within 15 days after the date the semester ends. I understand if this is not done all future financial aid at NSCC will be canceled.

I authorize the host and home institutions to release enrollment, financial, and academic information to the Financial Aid and Registrars’ 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:** ______________

Northwest State Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities.

Please Return to:
Northwest State Community College • 22600 State Route 34 • Archbold • OH • 43502
Phone: 419-267-1333 • Fax 419-267-5587
Email: finaid@northweststate.edu
CONSORTIUM AGREEMENT PART II
TO BE COMPLETED/signed by the host institution’s financial aid office

Name of Host Institution:__________________________________________________ Semester _____ Quarter ____

Enrollment Dates: From: __________________ To: _______________ Number of Credits Student Registered for: _________

Total Cost Of Attendance: $___________ Tuition/Fees: $____________ Books/Supplies $__________ Room/Board $___________

Transportation $_____________ Personal/Misc. $_____________ Other:$ ______________

Under this Agreement, The Host Institution Agrees To:

- Will not award any financial aid to the student in this agreement.
- Will provide NSCC with documentation of the student’s enrollment at your school.
- Will notify NSCC if the student fails to enroll or withdraws from the host school.
- This signed agreement acts as a release form for any academic, financial aid, transcript related, or balance related information on this student. Furthermore, your signature verifies that the student is registered for the classes listed on Part I of this agreement and 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

A consortium agreement enables the student to receive financial aid while concurrently enrolled for courses at NSCC (home institution) and another institution (host institution). Eligibility for financial assistance is based on the total credits attempted at both institutions for the semester or term provided the course work is applicable to the students major.

TO BE COMPLETED BY THE ACADEMIC DEAN FOR STUDENT’S MAJOR

Courses Accepted for Degree Program

<table>
<thead>
<tr>
<th>NSCC Course and Prefix Number</th>
<th>Course Titles</th>
<th>Program Usage*</th>
<th>Credits</th>
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*(S)ubstitution, (E)quivalent, (R)quired elective

I have reviewed the course of study and the above courses will be acceptable for transfer and will count toward the student’s degree requirements at NSCC (major or required electives).

Academic Dean Signature
Department
Printed Name
Office Phone
Date

Home School Financial Aid Certification:

<table>
<thead>
<tr>
<th>Financial Aid Signature</th>
<th>Students Total Credits</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ All Semester Hours?</td>
<td>Quarter hours X .667=</td>
<td>Students Program in system</td>
</tr>
</tbody>
</table>

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