

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 14 days after the end of the semester. You must send an official transcript to the Registrar's 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.northweststate.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.

Student Name	NSCC ID number		
Student Address	City	State	Zip
Semester and Year of Attendance	Date Semester Begins	Date Semester Ends	
Student Phone Number	Student's Major/Program	Credit hours to be taken at Host Institution	
Credit hours to be taken at NSCC	Host Institution		

Registered Courses at Host Institution

Host Subject & Course Prefix Number	Course Title/Name	Credit Hours

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 14 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, gender identity, 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

NSCC Course and Prefix Number	Course Titles	Program Usage*	Credits

*(S)ubstitution, (E)quivalent, (R)equired 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:

Financial Aid Signature		Students Total Credits	Date
___ All Semester Hours? ___ Semester and Quarter Hours?	Quarter hours X .667=	Students Program in system	

Please Return to:
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What is a consortium?

A consortium agreement is a contract between the student, Northwest State Community College, and the Host Institution. The agreement permits the Northwest State Financial Aid Office to process financial aid based on the combined enrollment hours at both colleges for a specified term within an academic year.

Before you get started...

- You must be enrolled in at least one course at Northwest State in order to receive financial aid for dual enrollment at Northwest State and another college.
- If you have financial aid awarded to you by another college, you need to request a cancellation of your award offer and any pending disbursements so that Northwest State may award your financial aid. You are not permitted to obtain federal financial aid from both institutions during the same term.
- By completing the Host Institution section of this agreement, the Host Institutions agrees NOT to process any federal aid for you as a guest student. If this agreement is violated, your federal financial aid awards may be revoked by one or both institutions. It is your responsibility to ensure that you are only receiving federal aid from Northwest State.
- You may be required to pay the Host Institution prior to financial aid being refunded to you at Northwest State. If you do not pay for the class(es) listed on the agreement and you are cancelled out of your class due to non-payment, the consortium agreement is voided. If you wish to still receive aid via dual-enrollment, you must re-register and submit a new consortium agreement form. Textbook vouchers are not issued by Northwest State. If a student has excess financial aid available on their account, they may use the funds to purchase their NSCC books in our campus bookstore. Books and supplies required at the Host Institution will need to be paid out-of-pocket by the student.
- If all sections are not submitted with appropriate certification and signatures, your consortium agreement will be incomplete, which will delay the processing of your federal aid award. If your consortium agreement form is received after the deadline for the semester, your financial aid may be delayed.

Quick Start:

1. READ THE ENTIRE POLICY – You will need to sign and return this policy back to the financial aid office before any consortium agreement can be processed. You can scan and email the policy to finaid@northweststate.edu or fax it to: 419-267-5587.
2. Complete the Student Section of Consortium Agreement. The form can be found online at www.northweststate.edu or within the Financial Aid Office located on campus room C110. Make sure your other college completes all sections of the Host Institution section. Do not forget to attach copies of your academic schedule to the agreement.
3. Return the signed policy and completed consortium agreement form (as well as your academic schedule) to the NSCC financial aid office. You can scan and email the policy to finaid@northweststate.edu or fax it to: 419-267-5587.

If you have any questions regarding this policy or submitting the consortium agreement form, please email your question(s) to finaid@northweststate.edu.

Post-Completion Requirements:

- At the end of the term, you must provide the NSCC Registrar’s Office with a copy of your official academic transcript from the Host Institution.
- The official transcript must be postmarked within 14 days after the term ends or your aid could be reduced to reflect only Northwest State enrollment and a hold will be placed on your record which could cause delays in enrollment in future courses.
- Failure to submit transcripts could cause a balance due back to NSCC which would prevent registration, as well as deny access to grades for completed classes until full payment is remitted.

Important Notice to Students

By signing this consortium agreement policy, you are responsible for the following conditions:

- You must notify both institutions if you drop or withdraw from any or all of your courses. Your financial aid award is based on your enrollment at both institutions, if you adjust your enrollment from the original course schedule provided and approved by your academic advisor, your financial aid may be adjusted which could cause you to have a balance due at one or both institutions.
- The Business Office at Northwest State will not remit payment to the Host Institution. You must pay your balance at the other institution out of pocket. You may be able to reimburse yourself once the excess aid is refunded to you. In addition, you will need to pay out of pocket for your textbooks and supplies at the other institution.
- If you received student loans previously, you may need to request an in-school deferment from your loan servicer as you begin your degree at NSCC. To keep current loans deferred, you must enroll in a minimum of six or more credit hours at NSCC, or via dual enrolled hours at NSCC and another eligible institution.
- In-School Deferment Request Forms are processed by the Registrar’s Office. If you are dual enrolled via the consortium agreement, you will need to send an email to the Registrar’s Office at registrar@northweststate.edu to request the confirmation of your dual enrollment.

I have read, understood, and agree to all terms and conditions in this policy for the current aid year. I understand that if I do not comply with these terms and conditions that aid disbursed to me due to consortium agreement processing could be revoked and a balance would be due back to Northwest State.

Student Signature: _____ Date: _____

Printed Name: _____ NSCC ID number: _____

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