

# CONSORTIUM AGREEMENT



## A: Student Section

Name of Student: \_\_\_\_\_ UNC Bear#: \_\_\_\_\_

Full name of Host School: \_\_\_\_\_

Address of Host School: \_\_\_\_\_

**Reason for Request:**  Course not offered at UNC  Scheduling Conflict (please explain)  Other Extenuating Circumstances (please explain)

This agreement is to be for only one academic term and the host school may not be able to complete their section until after their add/drop period. Financial aid from UNC cannot be applied directly to the host school's bill. The student is responsible for paying the host school according to their billing terms and dates.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Phone Number

## B. Certification by Home School Advisor: University of Northern Colorado

This is to certify that the student named above has our permission to take the following courses, which are required as part of their degree program, at the host school during the indicated enrollment period, and to transfer them back to this school upon completion. Fill out the first 3 columns according to the Host School course(s). **NOTE TO ADVISOR:** Please confirm highlighted statements below are true and verify, using Transferology, that the transfer courses are equivalent to UNC.

- Courses listed are not elective courses.
- Courses listed are not offered at UNC during student's remaining semesters with UNC.
- Failure to complete listed course(s) this term will delay student's expected graduation date of \_\_\_\_\_.

Course Prefix and Number (Not CRN)	Title of Course	Credit Hours	UNC Equivalent Prefix and Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Term of Enrollment: \_\_\_\_\_

\_\_\_\_\_  
Signature—UNC ( ) Advisor ( ) Dept. Chairperson

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

## C. Certification of Agreement by Host School

We agree to the terms stated above. The student named has been admitted at this school as a visiting student for the courses listed above. The host school also agrees to notify the Office of Financial Aid at UNC if the student changes their enrollment status at any time.

Enrollment Status (number of credits): \_\_\_\_\_ Term of Enrollment: \_\_\_\_\_

Enrollment Period of Host School: Start: \_\_\_\_\_ End: \_\_\_\_\_

\_\_\_\_\_  
Signature—Host School Financial Aid Office

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

## D. Certification of Agreement by Home School: University of Northern Colorado

By signature of authorized officials, it is hereby agreed that upon enrollment of the student named herein at the host school for the term and credit hours listed, the University of Northern Colorado shall serve as the home institution and shall administer all financial aid for this student during their period of enrollment. The student shall be a degree seeking student during the consortium agreement period of enrollment.

\_\_\_\_\_  
Signature—Home School Registrar Office

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature—Home School Financial Aid Office

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

## Student Rights and Responsibilities

- The student must complete a Free Application for Federal Student Aid (FAFSA) for the academic year for which they want to initiate a Consortium Agreement.
  - Summer semester may require a FAFSA for both current and upcoming academic years.
- The student must complete Section B with their Academic Advisor and make sure all courses are approved for transfer for their degree program.
  - If needed, the Academic Advisor must submit a course substitution with the Office of the Registrar or Graduate School **before** submitting the form.
  - Transferology should be used to determine direct equivalency.
- Incomplete forms will not be accepted and will be returned to students.
- As the Consortium Agreement can take a few weeks to process, the student may not receive financial aid prior to the payment deadline of the host institution. If the host institution requires payment before financial aid is received, the student is responsible for these costs.
- The student agrees to the release of all grades pertaining to the consortium term of enrollment.
- The student is responsible for sending an official transcript from the host institution to UNC within 15 days of completion.
  - If a transcript is not received, the student may be ineligible for financial aid.