



# CONSORTIUM AGREEMENT

Financial Aid & Scholarships Office | 231 West Sixth Street Bldg 1 | Powell, WY 82435 | (307) 754-6158  
[nwc.edu/financialaid](http://nwc.edu/financialaid) | [financialaid@nwc.edu](mailto:financialaid@nwc.edu) | fax (307) 754-6154

A Consortium Agreement is a written arrangement between two institutions for the financial benefit of a student who is simultaneously enrolled at both institutions in eligible Title IV programs. 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, including those at another accredited institution. NOTE: This agreement is also be used to document HOME/HOST arrangements associated with Kickstart Wyoming's Tomorrow Scholarships.

The student must be eligible for federal financial aid and a degree-seeking student at NWC to qualify 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 as applicable to the student's degree requirements at NWC. It is the student's responsibility to complete the agreement properly and ensure that all necessary steps are taken so funding may be delivered and academic credit granted for the courses.

## HOW TO APPLY

The Consortium Agreement process has several required steps. Northwest College is the HOME institution for the purposes of completing this agreement. Please review and complete the following steps. Complete all sections, leave nothing blank.

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 ineligible for federal financial aid at NWC are ineligible 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. (3.0 credit minimum at NWC). The exception is if a student is undertaking a full exchange semester at another Title IV eligible institution as part of that institution's study abroad program, the student need not enroll in any NWC credits other than the NWC exchange semester course (INTL-2300), but all exchange semester credits must be applicable to the student's incomplete degree requirements at NWC. Exchange semester credits that do not count toward incomplete NWC degree requirements are not eligible to be included in this Consortium Agreement. (Exchange semester students must meet all enrollment status credit requirements to qualify for federal aid: minimum 3.0 credits for Pell eligible students, 6.0 credits to borrow federal loans).
3. If you are undertaking an exchange semester at another Title IV eligible institution as part of that institution's study abroad program, you must submit a *Course Transferability Assessment form* to the Financial Aid Office to document the HOST institution's exchange semester/study abroad courses are applicable to the student's incomplete degree requirements at NWC. Exchange semester credits that do not count toward incomplete NWC degree requirements are not eligible to be included in this Consortium Agreement. Work with the Intercultural Programs Manager and your academic advisor to complete the Course Transferability Assessment form, then deliver it to the NWC Financial Aid Office for federal aid eligibility evaluation.
4. Submit 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 submit 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 Academic Progress standards with the combination of HOST and NWC grades and earned credits. Your financial aid for the next semester is contingent upon NWC's receipt and evaluation of the transcript from the host institution and your Satisfactory Academic Progress accomplishments. See NWC's *Satisfactory Academic Progress* policy at [www.nwc.edu/fapolicy](http://www.nwc.edu/fapolicy).

## REMINDERS

- Processing of completed Consortium Agreements applications may take up four (4) to six (6) weeks.
- It is the student's responsibility to comply with the HOST institution's payment policies during processing.
- At NWC, tuition and fees for enrolled credits 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 owed from a previous semester. Students are encouraged to contact the Northwest College Business Office in regard to their financial obligations and status.
- If you have any questions regarding this process, please contact the NWC Financial Aid Office.

**It is your responsibility to meet all conditions listed above. Keep this page for your records.**



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## POLICIES & PROCEDURES

- 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 federal financial aid only from Northwest College (the HOME institution). 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 3.0 credit course applicable to his/her degree in any term covered by this agreement. The exception is if a student is undertaking an exchange semester at another Title IV eligible institution as part of that institution's study abroad program, the student need not enroll in any NWC credits other than the NWC exchange semester course (INTL-2300), but all exchange semester credits must be applicable to the student's incomplete degree requirements at NWC. Exchange semester credits that do not count toward incomplete NWC degree requirements are not eligible to be included in this Consortium Agreement. (Exchange semester students must meet all enrollment status credit requirements to qualify for federal aid: minimum 3.0 credits for Pell eligible students, 6.0 credits to borrow federal loans).
- Students wishing to enroll for courses at either the HOME (NWC) or the HOST (other institution) location; must apply and be officially accepted for admission at the institution(s) offering the courses.
- 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.
- The student's Cost of Attendance (COA) budget will reflect costs at Northwest College. The exception is if a student is undertaking a full exchange semester at another Title IV eligible institution as part of that institution's study abroad program, NWC may use estimated exchange semester costs in the COA calculation.
- Payment of institutional charges at Northwest College by the Financial Aid Office 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 & fee 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.
- To ensure transferability of course work from the HOST institution to the HOME (NWC) institution, the Northwest College Registrar must approve the student's proposed schedule of courses at the HOST institution, as listed on this form. In addition, if the student is undertaking an exchange semester at another Title IV eligible institution as part of that institution's study abroad program, they must submit a *Course Transferability Assessment form* to the Financial Aid Office to document the HOST institution's exchange semester/study abroad courses are applicable to the student's incomplete degree requirements at NWC. Exchange semester credits that do not count toward incomplete NWC degree requirements are not eligible to be included in this Consortium Agreement.
- It is the student's responsibility to notify Northwest College Financial Aid Office of any dropped/withdrawn courses at either the HOME (NWC) institution or the HOST institution. In the event of a total withdrawal from both institutions, the HOST institution will remit to the HOME (NWC) institution any resulting tuition/housing refund due to the student. The HOME (NWC) institution will be responsible for any refunds commensurate with its own financial aid policies and federal regulations regarding the calculation of unearned federal student aid.
- The HOST institution will document the last date of attendance in all its classes and attendance in at least one class period (if requested by NWC).
- It is the student's responsibility to ensure that an academic transcript from the HOST institution representing work attempted under this agreement arrives at the HOME (NWC) institution in a timely manner.
- As a condition of this agreement, the student authorizes both the HOME (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.
- The student will abide by all applicable academic, social, and administrative rules, regulations, and policies of the HOST institution, as well as those of the HOME (NWC) institution.
- Neither institution (HOME or HOST) 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 conditions listed above. Keep this page for your records.**



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Student ID #: \_\_\_\_\_

Date received: \_\_\_\_\_

**For the administration of federal financial aid or Kickstart Wyoming's Tomorrow Scholarships for a student who is concurrently enrolled at two or more institutions of Title IV eligible post-secondary higher education**

Student (last, first, middle)	SS# last 4 digits

**Parties to the Agreement**

<b>HOME</b> Institution	<b>HOST</b> Institution	City	State
Northwest College, Powell WY			

**Academic Program covered by this Agreement**

Academic Program Enrolled @ NWC	
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**Enrollment Periods covered by this Agreement**

Enrollment Period @ NWC	Start (MM-DD-YY)	End (MM-DD-YY)	Enrollment Period @ HOST institution	Start (MM-DD-YY)	End (MM-DD-YY)

**Course work to be completed this term (indicate from which school each course is taken)**

Course Dept. Code Number & Section	Course Title	Semester Cr. Hrs.	Northwest	Host School	Course Tuition \$	Course Fees \$

**STUDENT'S signature** indicating acceptance of all terms of this agreement

Signature	Date	Student's Telephone Number	Student's e-mail address

**HOST Institution Registrar's Office signature** confirming enrollment in specified course work

Signature	Date	Registrar's Office Telephone Number	Registrar's Office e-mail address

**HOST Institution's Financial Aid Representative's signature** indicating acceptance of all terms of this agreement

Signature	Date	Financial Aid Telephone Number	Financial Aid e-mail address

**HOME (NWC) College Registrar's signature** signifying the transferability of these specific courses as unfulfilled credit requirements for the program specified in this Agreement

Signature	Date	NWC Registrar's Telephone Number	NWC Registrar's e-mail address
West Hernandez		(307) 754-6103	west.hernandez@nwc.edu

**HOME (NWC) Institution's Financial Aid Signature** indicating acceptance of all terms of this agreement

Signature	Date	NWC Financial Aid Telephone Number	NWC Financial Aid e-mail address
		(307) 754-6158	<a href="mailto:financialaid@nwc.edu">financialaid@nwc.edu</a>

– For NWC Office Use Only –

Approved for federal aid?    Yes  No     Approved for KWTS?    Yes  No     Approved for Hathaway?    Yes  No