

## **WHAT IS A CONSORTIUM AGREEMENT?**

A **Consortium Agreement** is a contract between two colleges/universities that recognize the registration of a student at each site for financial aid purposes. The consortium agreement also certifies that only one of the two colleges/universities will administer Title IV financial aid for the student.

- The **Consortium Agreement** refers to the two colleges/universities as the “Home Campus” and the “Host Campus”.
- The “Home Campus” is the school where the student is fully admitted and from which he/she will get a degree.
- The “Host Campus” is where the student temporarily takes courses, whose credits will be transferred back to his/her “Home Campus”.
- All classes using a consortium agreement must transfer back to OKWU and count toward their OKWU degree.
- Consortium agreements should be completed no later than 45 days prior to the start of the semester. Extra processing time for financial aid may be needed to ensure funds to be available by semester start date.

## **STEPS TO COMPLETE A CONSORTIUM AGREEMENT:**

1. Complete Section I of consortium agreement. Signature of student is required on form.
2. Take consortium agreement to your OKWU academic advisor to complete Section II. Signature and listing of classes with credit hours required on form.
3. Drop off signed consortium agreement to Financial Aid Office at least 45 days prior to the semester start date. Agreements dropped off after this date may not be able to be completed by semester start date.
4. Section III completed by OKWU Financial Aid Office and sent to “HOST CAMPUS”.
5. “HOST CAMPUS” to complete Section IV of consortium agreement and returns to OKWU Financial Aid Office.
6. Enroll in class or classes at “HOST CAMPUS”.
7. Student must request transcript from “HOST CAMPUS” to be sent to Registrar Office at OKWU.

**CONSORTIUM AGREEMENT**

Oklahoma Wesleyan University with \_\_\_\_\_ (host school)

The home school and the host school listed above are hereby entering into a consortium agreement.

**SECTION 1: To be completed by the Student:**

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Consortium Period: Fall 20\_\_\_\_, Spring 20\_\_\_\_, Summer 20\_\_\_\_

- Be enrolled in a degree, certificate, or other recognized program at OKWU.
- Maintain satisfactory academic progress (SAP).
- Take courses at the host school which are transferable to his or her home school degree, certificate, or recognized credential as certified by his or her home school academic advisor.
- Notify the home school financial aid office if he or she does not begin attendance in the courses listed and approved in this consortium agreement.
- Immediately inform the home and host school of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
- Ensure that the host school provides the home school with a host school academic transcript upon completion of the consortium period.
- File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
- Pay tuition, fees, and other expenses as charged by the home and/or host school.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2: To be completed by student's OKWU academic advisor:**

Number of credit hours the student is taking at the host school: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

List the course(s) that the student is taking at the host school which are applicable to his or her academic program at the home school: (i.e.) ENG-W 231 Professional/Writing Skills\_3 hrs \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Under this consortium agreement, OKWU

1. Certifies that the student is enrolled in a degree, certificate, or recognized credential at OKWU.
2. Agrees to accept the course work listed above toward the completion of the student's degree, certification, or recognized credential requirements.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**SECTION 3: To be completed by the OKWU financial aid office.**

**Under this consortium agreement, OKWU:**

1. Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
2. Certifies that the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at OKWU.
3. Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
4. Will calculate returns of the Title IV funds, when appropriate.
5. Will maintain Title IV recordkeeping and reporting requirements.

OKWU Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**SECTION 4: To be completed by the host school's financial aid officer.**

Will the student receive financial aid at your institution? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type & amount of funding from host school:

**Grants and/or Scholarships** \_\_\_\_\_ \$ \_\_\_\_\_

Enrollment period dates: From: \_\_\_\_\_ To: \_\_\_\_\_

**Name, address, telephone number, and e-mail address of person to whom check(s) for payment should be sent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Under this consortium agreement, the host school:**

1. Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
2. Will provide the home school with documentation of the student's enrollment at the host school.
3. Agrees to notify the home school if the student fails to enroll in or withdraw from, the host school (to include the withdrawal date and other relevant information).
4. Will provide the home school with a host school academic transcript upon completion of the consortium period.
- 5.

Host School Financial Aid Officer' Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Please return to: Oklahoma Wesleyan University Phone: (918) 335-6282**  
**2201 Silver Lake Road Fax: (918) 335-6811**  
**Bartlesville, OK 74006 Email: kmolder@okwu.edu**