

CONSORTIUM AGREEMENT

As allowed in part 668.19, Student Assistance General Provisions, and part 690.9, Pell grant Program, Code of Federal Regulations, this Consortium Agreement is entered into between Colorado Mesa University, the home institution ,and _____ (*the college you are taking class from*), the host institution, for the purpose of providing federal financial assistance to the student named below:

Name of Student: _____ Student Identification Number: _____

Home Address: _____ Phone: _____

The above named student is taking the following course(s) from: _____

Course ID	Course Title

Course ID	Course Title

Dates of Enrollment: From _____ to _____ Academic Year: _____

I have permission to study at the above campus for the period stated. I am also taking a minimum of 6 credit hours through Colorado Mesa University per semester. My satisfactorily completed course credit will be transferred back to Colorado Mesa University as noted on the attached transfer agreement. I also give permission to _____ (host institution) to release my grade for these course(s) to Colorado Mesa University upon request.

Student Signature: _____ Date: _____

Academic Advisor's Signature: _____

TO BE COMPLETED BY HOST INSTITUTION

Institutional costs for Consortium Period \$ _____
(please include tuition, fees, room and board)

Portion of the above that is tuition only \$ _____

Number of credits for which student is registered _____

Length of period of enrollment _____ weeks

CERTIFICATION

- A. The Host Institution certifies that the above referenced student is enrolled for the period of attendance as indicated.
- B. The Host Institution agrees that it will not pay the student a Pell Grant and/or any campus-based funds and that it will not certify a federal Stafford Loan during the period of attendance as indicated above. Further, the host institution agrees that if aware, it will inform Colorado Mesa University if the student withdraws before the end of attendance stipulated above.
- C. Colorado Mesa University agrees to accept the credits as approved in the transfer agreement provided the student earns a 'C' or better at the Host Institution.
- D. Colorado Mesa University agrees to provide payment to the student if eligible, under the programs listed above for the appropriate period of time.
- E. Colorado Mesa University agrees to monitor the student's program pursuit and satisfactory academic progress and to be responsible for disbursing funds to the student and for administering the appropriate refund policy. It is the student's responsibility to pay any charges at the host institution.

Colorado Mesa University Signature (FAO) Date

Host Institution Signature Date

CONSORTIUM AGREEMENT PROCEDURE

In order for your consortium agreement request to be reviewed, the following steps must be completed. It is your responsibility to see that all steps in the process are completed and if you withdraw from your course registration, you notify the Colorado Mesa University Financial Aid office immediately.

1. You must take a minimum of 6 credit hours per semester at Colorado Mesa University in order to be approved for a consortium course through another Colorado institution of higher education. Exceptions to this are made on a case by case basis.
2. The course must be completed by the end of the semester that aid was awarded and grades received, even if the course is scheduled for a longer period of time.
3. Complete your portion of the Consortium agreement and the Transfer Agreement and both forms must be signed by your Academic Advisor. If you do not know who your advisor is, please check on your MavZone, "Student Academics" tab .
4. Once both of those are completed, the Registrar's office must sign the Transfer Agreement to show their approval of the consortium class. They will make a copy of the transfer agreement for their records. Please keep all papers stapled together to prevent any separation of the agreement documents.
5. Sign this procedure page and submit all of these documents to the Financial Aid office. Then, the CMU Financial Aid office will send the necessary documents to the host institution for approval.
6. Once approval from host institution has been received, your Financial Aid will be processed.
7. It is **your** responsibility to register AND pay for the consortium class at the host institution.
8. It is also your responsibility to ensure your transcript for the course is forwarded to CMU's Registrar's office within 2 weeks after the end of the pertinent semester. Failure to do so could result in suspension of the subsequent semester's aid – Financial Aid suspension.

This can be a lengthy process because it requires all steps be completed before pending aid can be disbursed. Please allow enough time for each step of the process BEFORE your course begins so your Financial Aid will be processed in a timely manner. Keep in mind, your consortium agreement request may be denied at any point in the approval process and your aid may not cover the cost of the course.

Student Signature

Date



Transfer Agreement

Used by students who want to take class at other colleges and transfer it back in.

Name _____ Student ID# **700-** _____ Major _____
 Anticipated Graduation Date _____ Year of MSC Catalog used: _____ Status During Exchange: Sophomore Junior Senior
 Host Institution _____ City _____ State _____

Dates Attending: (MM/YY) ____/____/____ - ____/____/____
 Semesters/Quarters Attending Host Institution: Fall Winter Spring Summer

Calendar at Host Institution: Semester Quarter (Note: Courses taken at a campus on a quarter calendar will receive two thirds the stated hour value. Ex. 3 qtr hrs=2 sem hrs)

Host Course Number	Title	(Host Cat. Pg. #)	Host Credit Hours	MSC Course Equivalent (if possible)	MSC Credit Hours	General Education	Degree Distinction	Human Performance and Wellness	Major	Elective	Upper Division	Advisor's Initials
Example: HIST 110	U.S. History	(Pg. 167)	3	HIST131	3	X						HT

- Verify the institution is accredited by the Regional Accrediting Commission of Higher Education. (See Registrar's Office for assistance.)
- Complete the form prior to enrolling in the courses.
- Course(s) **must** be approved by your advisor, the department head, and the Registrar's Office
 - **Do Not** register for the course(s) until all of the signatures are acquired.
 - Only the course(s) which received approval will transfer. If the approved course(s) are no longer offered at the host institution, approval for the new course(s) must granted.
- Courses taken at Colorado Mesa University may not be repeated at another college for improvement of the original grade and course(s) taken at another college may not be repeated at Colorado Mesa University.
- Colorado Mesa University policy states that lower division courses (100 & 200) cannot be used for upper division courses (300 & 400).
- The completed course(s) need a "C" or higher. Any "P" or "S" grades must be equivalent to a "C" or higher.
- After completion of the course(s), an official transcript must be sent from the host institution directly to Colorado Mesa University.
 - **A transcript issued to the student will not be accepted.**

Advisor: _____ Date: _____ Department Head: _____ Date: _____
 Student: _____ Date: _____ Registrar's Office: _____ Date: _____