

Consortium Agreement

A written agreement between eligible institutions so that a student can continue to receive Federal Student Aid funds while studying at an institution other than the HOME institution (the institution that will grant the student's degree or certificate)

STUDENT NAME: _____ **PUID:** _____

DEADLINE: the last day to drop full-term classes for the applicable semester. See the [Refund and Withdrawal Schedule](#).
PELL RECIPIENTS: Classes added after the [Financial Aid Census Date](#) will not count toward enrollment for Federal Pell Grant.

Purdue Northwest (HOME institution) and the HOST institution listed below are entering into a Consortium Agreement according to federal Title IV regulations for the student listed. It shall be enforced only for the enrollment period indicated and pertain only to courses enrolled at the HOME institution and approved for completion at the HOST school. This Consortium Agreement applies only to courses counted toward the student's degree or certificate program at Purdue Northwest. Approved credit hours taken at the HOST school are included in the student's Satisfactory Academic Progress review at Purdue Northwest.

STEP 1: Completed by the Purdue University Northwest (PNW) Student – Review and Sign

Home Institution: **Purdue University Northwest** (where the student is enrolled in a degree or certificate program)

Host Institution: _____ (where the student is taking part of his/her program requirements through a Consortium Agreement)

Total Credit Hours enrolled at PNW (HOME Institution): _____ HOST Institution: _____

Enrollment Period (Semester) at PNW: Start Date: _____ End Date: _____

Reason course(s) are not being taken through PNW: _____
Attach additional documentation if necessary

Purdue University Northwest (PNW) Consortium Agreement Policy

The Office of Financial Aid at PNW will process financial aid based on this Consortium Agreement for PNW students admitted in a non-degree status at another institution provided the following conditions and responsibilities are agreed upon by both the HOST institution and the HOME institution and the Consortium Agreement is returned to PNW with Steps 1, 2 and 3 completed:

1. The student's PNW Academic Advisor certifies that the course(s) taken at the HOST institution apply toward the student's PNW degree program (student must be degree seeking).
2. The student must be enrolled for at least 3 credit hours at PNW, have a cumulative GPA of 2.00 and not have a "hold" on any account.
3. The student must be meeting Satisfactory Academic Progress requirements at the HOME institution.
4. Course work must transfer from the HOST institution to PNW and must be a C- or better grade or future Consortium Agreements will be denied.
5. The student agrees to send a transcript of classes taken at the HOST school upon completion or notify PNW of withdrawal from HOST school classes. Failure to send a transcript will result in a hold placed on the student's account, preventing receipt of financial aid.
6. The Satisfactory Academic Progress policy at the HOME institution is applied to course work for which the student is enrolled during the Consortium period at both the HOME institution and the HOST Institution.
7. The HOME institution will assume responsibility for processing and disbursement of aid as well as refunds and/or repayments to the Title IV programs, if necessary. The student may use refunds to pay outstanding charges at the HOST institution and/or other educational expenses.

Certification Statement (read and sign below)

I certify that I have read the instructions and policies listed in STEP 1. I understand the process and my responsibilities with respect to this Consortium Agreement. I acknowledge that all expenses and charges incurred at the HOST institution are my responsibility for payment and not the responsibility of PNW. This agreement is not approved until ALL Steps are completed, the original form has been turned into the PNW Office of Financial Aid and I have received an email to my PNW email from the PNW Office of Financial Aid that this Consortium Agreement has been approved. Course work listed for the HOST institution must be completed with a grade of C- or better in order to be accepted as transfer credit by PNW. By signing this form, I agree to the terms and required processes for this agreement.

Student's Signature

Date

STEP 2: Completed by the student's Academic Advisor at Purdue University Northwest (PNW)

Instructions: Complete and return this form to the student. List course(s) from the HOST institution that will count toward the student's degree program at Purdue University Northwest (PNW) and sign the certification statement below.

Course #1 _____ Credit Hours: _____

Course #2 _____ Credit Hours: _____

Course #3 _____ Credit Hours: _____

I certify that upon receipt by PNW of an official transcript from the HOST institution showing completion of the course work listed in this section that the student will use the credit hours toward PNW degree/graduation requirements. Prerequisite courses for PNW course work that will not be accepted or transferred as college level course work cannot be included.

Academic Advisor's Signature

Date

Academic Advisor's Name (please print)

Phone Number

STEP 3: Completed by the HOST institution's Financial Aid Administrator

Enrollment Period: ___/___/___ to ___/___/___

Student's Cost of Attendance for enrollment period:

Credit Hours enrolled for period: _____ \$ _____ Tuition & Fees

List classes enrolled with credit hours for each class: \$ _____ Books & Supplies

Course #1: _____ Cr. Hours: _____ \$ _____ Housing & Food

Course #2: _____ Cr. Hours: _____ \$ _____ Miscellaneous

Course #3: _____ Cr. Hours: _____ \$ _____ Total Cost of Attendance

I certify that the HOST institution will provide enrollment and student budget (cost of attendance) information in accordance with existing HOST institution policies and procedures; will notify PNW's Office of Financial Aid if the student drops classes or completely withdraws from the HOST institution; and agrees NOT to provide federal or state financial aid to this student for the enrollment period specified.

HOST Institution Financial Aid Administrator's Signature

Date

HOST Institution Financial Aid Administrator's Name (please print)

Phone Number

FAX Number

STEP 4: Completed by the HOME Institution (PNW) Office of Financial Aid

PNW Credit Hours _____ + Host Credit Hours _____ = Total Credit Hours: _____

NOTES:

I verify that all the steps and requirements for this Consortium Agreement have been completed. If approved the student financial awards will be based on the combined credit hour enrollment and non-duplicated Cost of Attendance (COA) of the HOST and HOME institutions.

PNW Office of Financial Aid Official

Date

Office Use Only RRAAREQ: _____ **CONSRT (R) Term:** _____