

Consortium Agreement/Concurrent Enrollment for Financial Aid 2017-2018



Financial Aid and Scholarship Office
Swen Parson Hall 245
DeKalb, IL 60115

A Consortium Agreement is a written agreement between two Title IV (financial aid) eligible schools for the purpose of providing federal financial assistance to the named student. Under the agreement, the “home school”—Northern Illinois University—considers the student to be enrolled in an eligible program and accepts the credits earned at the host school. NIU, as the home school, and the host school named herein are entering into a Consortium Agreement.

This form can be completed for courses approved to be taken at the host school provided NIU is the student’s home school and the student meets all of the following criteria:

1. You have completed all application materials and have been awarded financial assistance as an NIU student in good academic standing, and you have no outstanding balance at the Bursar’s Office. You are not on SAP warning – NIU does not process consortium agreements for students on SAP warning.
2. You have an authorized NIU representative sign and complete this form. An authorized representative is someone from the Office of Registration and Records, College Advising Office, or your advising Dean’s Office.
3. You should submit this form with **all sections completed** to NIU’s Financial Aid & Scholarship Office.

Section I: Student Information

For scanning purposes, use black or blue ink to complete this form

Name _____ Z-ID _____
 Last Name First MI

Telephone Number _____ E-mail _____

- I will be enrolled at both NIU and the host school during the semester specified.
 I will only be enrolled at the host school during the semester specified.

Section II: Courses to be taken at the host school/NIU Authorization

Student: YOUR NIU ACADEMIC ADVISOR NEEDS TO COMPLETE THIS SECTION BEFORE YOU CAN SUBMIT IT TO THE FINANCIAL AID & SCHOLARSHIP OFFICE. You will also need to attach your class schedule which includes the course name, credit hours and semester you are enrolled in at the host school.

NIU Academic Advisor from your major college: Signing and completing this section will verify the courses listed below are transferable to NIU and are required for the student’s degree program at NIU.

Host School _____

<u>Completed by Student</u>				<u>Completed by NIU Academic Advisor</u>	
Course Number	Course Title	Credit Hours	Start/End Date of Course	Will credits be accepted at NIU?	NIU Equivalent

NIU Academic Advisor Name and Title (*print*) _____

Academic Advisor Signature (required) _____ Date _____

Section III: Host's Schools Information - to be completed by the host school (Not NIU)
Note to NIU Student: Host School will need to see Section II completed or the NIU Transferability form.

Name of Host School (no abbreviations please)

CONTACT INFORMATION

Contact Person

Title of Contact Person

E-Mail for Contact Person

Phone Number for Contact Person

Address

City

State

Zip Code

COST OF ATTENDANCE

Tuition and Fees: \$ _____

Dates of Enrollment: _____

Room and Board: \$ _____

Credit Hours Enrolled: _____

Books and Supplies: \$ _____

Quarter Hours Enrolled: _____

Transportation: \$ _____

Comments: _____

Miscellaneous: \$ _____

TOTAL \$ _____

- A copy of the student's class schedule which includes the course name, credit hours and semester enrolled in at the host school has been attached.**

Section IV: Host School's Certification - to be completed by the host school

1. NIU agrees to provide payment(s) to this student, if eligible, under the Title IV Programs as appropriate for the semester specified.
2. The host school agrees not to provide Title IV Program payments to this student during the semester specified.
3. The host school agrees to promptly notify NIU in writing if the student withdrawals or drops from classes at the host school which are reported in the agreement.
4. It is agreed to by both NIU and the host school that financial aid and/or loan funds may be sent to the contact person at the host school to the address listed above. Funds will automatically be sent if the funds are tuition specific (i.e. MAP Grant) and the charges at NIU are less than the award amount.

Required Signature -host school contact _____ Date _____

Please return completed form to:

**Northern Illinois University
Financial Aid & Scholarship Office
Swen Parson Hall 245
DeKalb, IL 60115**

Student Acknowledgement/Authorization:

- Financial aid will not pay for remedial coursework or any courses that do not apply and transfer as college credit to the student's degree at NIU.
- Enrollment guidelines affecting specific programs are as follows:
 - o **Federal Pell Grant:** Awards based on full-time (12 or more hours), three-quarter time (9–11), half-time (6–8), or less than half-time (1–5) enrollment based on total hours enrolled.
 - o **Illinois State Monetary Award Program (MAP):** Awards based on total hours enrolled at qualifying Illinois schools, 15 hours for full award or pro-rated based on hours enrolled. NIU will bill the Illinois Student Assistance Commission (ISAC) for the MAP award based on hours and charges from both schools. **IF** the award is more than the tuition and fees at NIU, the appropriate funds will be forwarded to the other school.
 - o **Federal SEOG & Perkins Loan:** Must be enrolled for at least 9 hours at NIU.
 - o **Federal Direct Loan Program (Stafford Loan and/or PLUS):** *(A consortium agreement is not necessary if the student is already enrolled half-time at NIU and is ONLY eligible for loans).* Undergraduate students and Students-at-Large must be enrolled for at least 6 hours per semester. Graduate students must be enrolled for 4.5 hours per semester.
 - o **Federal Work-Study:** Must be enrolled for at least 6 hours at NIU.
- For students who are enrolled concurrently (at the NIU and host school for the same semester), the consortium agreement will not be processed until after the add/drop period at NIU to ensure the student's enrollment is finalized.
- The student is responsible for any expenses (i.e., tuition, fees, books) charged by the host school prior to when NIU financial aid is disbursed/available (after the add/drop period at NIU). Financial aid will not be disbursed until NIU receives the consortium agreement completed by all parties (but not prior to the add/drop period at NIU).
- If a student is enrolled at NIU and the host school, the student's financial aid will first be applied to their balance at NIU. If there are additional funds, they will be refunded to the student by the Bursar's Office. It is the student's responsibility to use any remaining financial aid funds and/or their own financial resources to pay the host school charges.
- If a student is enrolled only at the host school, the student's financial aid will be sent directly to the host school to pay their charges there unless documentation is provided the bill is already paid at the host school.
- Refunds will be sent to the host school for tuition specific awards (i.e. MAP Grant) if the award amount is greater than the student's tuition and fee charges at NIU per state regulations.
- An official transcript of the classes for which the student is receiving financial aid must be sent to and accepted by NIU's Office of Registration and Records as transfer credit before another consortium agreement will be reviewed.
- The student must inform the NIU Financial Aid & Scholarship Office in writing if they drop any courses at the host school.
- Consortium agreements will not be approved for previously completed semesters. The consortium agreement must be submitted at least 4 weeks prior to the end of the semester in which aid is requested.
- Consortium agreements where the student has no enrollment at NIU will only be completed for a maximum of two semesters, excluding summer semesters. This agreement is for only one semester of enrollment.

A student must be enrolled at least half-time per semester at NIU (6 hours for undergraduate and 4.5 hours for graduate students) unless documentation is received and approved supporting the student's decision to be less than half-time at NIU. A final decision to process the consortium will be made by the NIU Financial Aid & Scholarship Office. Student must explain here or on a separate page why they will be enrolled less than half-time at NIU:

Required Student Signature _____ **Date** _____

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