

## Policies Covered by This Consortium Agreement

1. This student seeking a degree from the Home Institution but wishing to enroll for credit at the Host Institution will receive **federal financial aid only from the Home Institution**, based at least in part on enrollment information provided by the Host Institution. All federal financial aid awards will be made by the Home Institution based on policies of the Home Institution. The Host Institution agrees to promptly notify the Home Institution of any non-federal aid awarded to this student during the period covered by this Agreement.
2. The construction of the student's **Cost of Attendance** budget will reflect costs at the Home Institution and Host School's tuition and fee costs at each institution respectively and adjusted to reflect costs as provided by the host school.
3. Payment of institutional charges at the Home Institution by financial aid will be done according to the Home Institution's disbursement procedures. Any excess funds will be disbursed to the student. The **student will be responsible for making tuition payments to the Host Institution** according to the schedule required by that institution. No special time schedule will be set for students who owe tuition charges at the Host Institution.
4. To ensure transferability of coursework from the Host Institution to the Home Institution, the student's Home Institution's **Office of the Registrar and their advisor must approve the student's proposed schedule** of courses at the Host Institution as listed on this form. Courses not shown on the approved schedule will not be eligible to be counted toward enrollment for purposes of financial aid without written approval of the advisor. **Any 900 level courses cannot be transferred to the Home Institution and will not be counted for financial aid hours.**
5. The Host Institution will inform the Home Institution of the student's **dropped/withdrawal coursework throughout the specified term**. The Home Institution will be responsible for any refund attribution to its own financial aid accounts. A Return of Title IV Funds calculation will be done when a student withdrawal's from all Home Institution courses, regardless of enrollment status at host institution. **Student's ending the term with "All F's" may be responsible for repayment of financial aid.**
6. A separate **Agreement must be completed every semester** for which the student wishes to take courses at the Host Institution and have them counted toward financial aid eligibility. The cost to negotiate a Consortium Agreement is set by the Home Institution and is payable there before it takes effect. The fee must be part of a printed and approved policy of the Institution.
7. The student must be **enrolled at the Home Institution for at least one course** in any term covered by this Agreement. Students wishing to enroll for courses at either the Home or the Host Institution must apply and be **officially accepted for admission at the institution(s) offering the courses**. This may involve payment of a one-time application fee.
8. The Host Institution will document both the **last date of attendance** in all its classes and attendance in at least one class period, if requested by the Home Institution.
9. 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 Institution.
10. 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 Institution at the end of each term once grades are posted. Students will have a hold placed on their financial aid until UW receives their transcripts from the Host School.
11. As a condition of this agreement, the student authorizes both the Home 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 at the Home and the Host Institutions.
12. Neither institution 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 period identified in the "Enrollment Periods."
13. Students must complete this consortium agreement at least 30 days prior to the Home Institutions first day of classes to allow adequate processing time or their financial aid may be delayed.
14. Student should check with Student Financial Aid about the use of Scholarships for a consortium.
  - ❖ For Example, classes taken at a non-Wyoming Host Institution do not count toward meeting Hathaway enrollment requirements



Student Financial Aid  
 Knight Hall 174  
 Dept. 3335  
 1000 E University Ave  
 Laramie, WY 82071

Phone (307) 766-2116  
 Fax (307) 766-3800  
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[finaid@uwyo.edu](mailto:finaid@uwyo.edu)  
[www.uwyo.edu](http://www.uwyo.edu)

## CONSORTIUM AGREEMENT

\*for administration of financial aid for a student who is concurrently enrolled at two institutions of post-secondary education

### Student

Name (Last, First, Middle)	Soc. Sec. No.	W Number
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### Parties to the Agreement

Home Institution <b>UNIVERSITY OF WYOMING</b>	Host Institution
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### Enrollment Periods covered by this Agreement

Enrollment Period at University of Wyoming	Beginning (mm-dd-yy)	Ending (mm-dd-yy)	Enrollment Period at Host Institution	Beginning (mm-dd-yy)	Ending (mm-dd-yy)
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### 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.	Quarter Cr. Hrs.	UW	Host School
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>

### Reason for completing this Form (check all that apply)

<input type="checkbox"/>	Taking Class(s) at other School because it is not available at UW
<input type="checkbox"/>	Taking Class(s) at other school because of a time conflict with one of my UW classes
<input type="checkbox"/>	Cost of class at host school is less expensive than at UW
<input type="checkbox"/>	Still working on Associates Degree, but have hit the max credit hour limit there to continue to receive federal aid
<input type="checkbox"/>	Other:

### Student's signature indicating acceptance of all terms of this agreement

Student's Signature	Date	Student's Telephone Number ( ) -	Student's e-mail address
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### University of Wyoming signatures signifying transferability of proposed course work

UW Academic Adviser's Signature	Date	Adviser's Telephone Number ( ) -	Adviser's e-mail address
UW Registration Official's Signature	Date	Admission Telephone Number <b>(307) 766-5272</b>	Admission e-mail address <b>registrar@uwyo.edu</b>

### University of Wyoming signature indicating acceptance of all terms of this agreement

UW Financial Aid Assistant Director's Signature	Date	Financial Aid Telephone Number <b>(307) 766-6727</b>	Financial Aid e-mail address <b>lreh@uwyo.edu</b>
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### Host Institution signature indicating acceptance of all terms of this agreement

Host Institution Financial Aid Official's Signature	Date	Financial Aid Telephone Number ( ) -	Financial Aid e-mail address
Hathaway Eligible Student (Yes/No)		Host School Tuition and Fees	\$

# Did you know that you can take classes at other schools and still get your degree and financial aid from the University of Wyoming?

Would you like to qualify to receive federal financial aid by combining your credit hours from two or more institutions? It is possible. To do this, an individual agreement must be negotiated with the other institution you want to attend. Such an agreement is called a **Consortium Agreement**. Listed below are some of the things you'll want to know about this process.

- If you plan to take a minimum full-time course load (12 credit hours) at one institution, it is not necessary to have a Consortium Agreement if you want to take additional credit hours at another institution. Your federal financial aid will not be increased.
- The institution from which you will receive your degree is called your HOME INSTITUTION. The other college where you want to take a course or courses is called your HOST INSTITUTION.
- You must complete a separate Consortium Agreement for each term or semester you will be enrolling at more than one institution, and desire federal financial aid.
- You must be admitted to each institution from which you will be earning credits. This may require you to pay a one-time application fee at each institution.
- You may receive federal aid from only one institution in any given term or semester. Generally it is from your HOME INSTITUTION.
- To receive federal financial aid from the University of Wyoming, you must enroll at UW for at least one course in any term or semester in which you are taking courses from more than one institution.
- Student should check with Student Financial Aid about the use of Scholarships for a consortium.
  - For Example, classes taken at a non-Wyoming Host Institution do not count toward meeting Hathaway enrollment requirements
- To receive federal aid from UW, the course work you take at another institution must be transferable to the University of Wyoming. Consequently, your academic advisor needs to approve each course that you propose to take at the other institution. You are responsible for assuring that your credits earned elsewhere are transferred to UW.
- Your cost of attendance will be adjusted to reflect your actual tuition costs. This may mean that your federal aid eligibility will be reduced to reflect the lower tuition charges at the other institution.

MORE INFORMATION ON THE BACK

- Normally, the financial aid from your home institution will not be made available in full until your enrollment at the host institution is confirmed. This will probably mean that you must pay the other college's tuition and fees from your own resources and then be reimbursed when your aid becomes available to you.
- No Federal Work-Study money awarded by the University of Wyoming is available for Work-Study jobs at another college.
- You must provide proof of adequate immunization to Measles, Mumps, and Rubella (MMR) before you may register for UW courses.
- If you enroll for at least six credit hours in a term at the University of Wyoming, you may purchase the Part-time Student Activity Fee package. This fee gives you most of the privileges of a regular full-time student at UW. It includes access to the Student Health Service, admission to Intercollegiate Athletic contests, the option to apply for a short-term student loan, use of the Wyoming Union's facilities, membership in the Associated Students of the University of Wyoming and participation in their activities, permission to participate in UW Intramural sports activities and access to recreational facilities, and access to all general computer labs. You will not have these privileges if you enroll for fewer than six hours at UW or decline to pay the optional fee.
- Upon completion of a term or semester in which you enrolled for credit at another institution, you must ask the other institution to provide an academic transcript to the UW Admission Office as promptly as possible. Your federal aid for the next term or semester may be withheld until your full academic record is available and reviewed by UW registration and financial aid staff.
- A formal Consortium Agreement must be signed by representatives of both institutions before you may receive federal aid for course work you take at another institution.
- To receive your financial aid as quickly as possible, please complete your portion of the Consortium Agreement at least 30 days prior to the beginning of the term or semester to which it applies.
- You are expected to know and abide by all the applicable academic, social, and administrative rules, regulations, and policies of both institutions you are attending. Carefully read institutional catalogs, bulletins, and class schedules. Ask questions if you don't understand!

For more information about Consortium Agreements, please contact the Office of Student Financial Aid by visiting 174 Knight Hall, writing to 1000 E University Ave, Dept. 3335 Laramie, Wyoming, 82071-3335, calling (307) 766-6727 sending an e-mail message to [lreh@uwyo.edu](mailto:lreh@uwyo.edu).

*Persons seeking admission, employment, or access to programs of the University of Wyoming shall be considered equally without regard to race, color, national origin, sex, age, religion, political belief, handicap or veteran status.*