

Visiting Out

A student who wishes to spend one or more semesters visiting another American Bar Association accredited law school, and have coursework taken applied to the University of Wyoming College of Law Juris Doctor degree must complete a **Consortium Agreement**. This agreement ensures transferability of credit hours and receipt of applicable federal financial aid. Some important details concerning the Consortium Agreement follow:

- The institution from which you will receive your degree is called your HOME INSTITUTION. The college of law at which you plan to take courses is called your HOST INSTITUTION.
- You must complete a separate Consortium Agreement for each term or semester you will be enrolling at another ABA accredited law school, and desire to transfer credit hours earned toward your UW degree and receive federal financial aid.
- You must be admitted to the Host Institution from which you will be earning credits. This may require you to pay a one-time application fee.
- You will be required to provide the Host Institution with a letter of good standing from your Home Institution. You are responsible for requesting a letter of good standing from the College of Law Associate Dean for Academic Affairs.
- 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 while visiting out at another law school, you will be **required to enroll in the appropriate section of UWYO 4000 at UW during the term or semester in which you are taking courses from the Host Institution.** You will be given instructions for enrolling in this course upon completion of the Consortium Agreement.
- To receive federal aid from UW, the course work you take at another institution must be transferable to the University of Wyoming. Consequently, the College of Law Associate Dean for Academic Affairs must pre-approve each course that you propose to take at the other institution. The UW College of Law will not accept transfer credits for courses in which a grade lower than 'C' was earned. A minimum of 58 credit hours must be earned at the University of Wyoming College of Law in order to earn your Juris Doctor degree. **You are responsible for assuring that your credits earned elsewhere are transferred to UW.**
- Your cost of attendance can be adjusted to reflect your actual tuition costs if you make your Home Institution Student Financial Aid representative aware of differences between the Home and Host Institution tuition charges. This may mean that your federal aid eligibility will be reduced or increased to reflect the lower or higher tuition charges at the Host Institution. Other cost of attendance calculations that exceed those of the Home Institution (travel, books, personal expenses, etc.) can be adjusted to match the Host Institution only if the student provides documentation of these expenses to the Home Institution Student Financial Aid representative. If you do not require cost of attendance adjustments, you do not need to provide any documentation to the Home Institution Financial Aid office.

- 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 may 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. You also have the option of acquiring a bridge loan through your Home Institution's Student Financial Operations if you provide documentation showing that the Host Institution's tuition is due prior to receipt of your financial aid from your Home Institution.
- You are responsible for providing evidence of enrollment at the Host Institution to the College of Law. This may require you to provide contact information for the Host Institution's registrar's office to the UW College of Law.
- No Federal Work-Study money awarded by the University of Wyoming is available for Work-Study jobs at another institution.
- 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 official academic transcript to the UW College of Law as promptly as possible. Your federal aid for the next term or semester will 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. **It is your responsibility to ensure that the Host Institution participates in consortium agreements; if they do not, your Host Institution cannot forward federal aid funds.**
- 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.

For more information about Consortium Agreements, please contact the College of Law Associate Dean for Academic Affairs or Deputy Director of Admissions/Student services.



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CONSORTIUM AGREEMENT

For transfer of credit and administration of financial aid for a student who elects to enroll in courses at an American Bar Association accredited college of law as a visiting student.

Student

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

Home Institution UNIVERSITY OF WYOMING COLLEGE OF LAW	Host Institution
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Enrollment Periods covered by this Agreement

Enrollment Period at Host Institution	Beginning (mm-dd-yy)	Ending (mm-dd-yy)
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Course work to be completed this term

	CourseNumber & Section	Course Title	Semester Cr. Hrs.
1			
2			
3			
4			
5			
6			
7			
8			
9			

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 College of Law Associate Dean for Academic Affairs Signature	Date	Telephone Number () -	E-mail address
UW Registration Official's Signature	Date	Admission Telephone Number (307) 766-5272	Admission e-mail address registrar@uwyo.edu

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

UW Financial Aid Director's Signature	Date	Financial Aid Telephone Number (307) 766-6727	Financial Aid e-mail address lreh@uwyo.edu
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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
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Policies Covered by This Consortium Agreement

1. A 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 the 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, except that the tuition component will be developed to represent the tuition costs at each institution only if the costs exceed that of the Home Institution. Other cost of attendance calculations that exceed those of the Home Institution (travel, books, personal expenses, etc.) can be adjusted to match the Host Institution **only if the student provides documentation of these expenses to the Home Institution Student Financial Aid representative.**
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. The student is responsible for having all planned coursework at the Host Institution pre-approved for transfer to the Home Institution. **The College of Law Associate Dean for Academic Affairs must approve the student's proposed schedule as listed on this form or as provided in documentation acceptable to the Associate Dean.** 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 Associate Dean. Credit will be counted for transfer to the Home Institution for courses completed with a grade of 'C' or better. A student must complete a minimum of 58 credit hours at the Home Institution in order to earn the Juris Doctor degree from the Home Institution.
5. The student will inform the Home Institution of changes to his/her course schedule, including **dropped courses and withdrawals**. The Home Institution will be responsible for any refund attributed to its own financial aid accounts. A return of Title IV Funds calculation will be done when a student withdraws from the Home Institution, regardless of enrollment status at the Host Institution.
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 degree requirements and financial aid eligibility.
7. The student must be **enrolled full-time at the Host Institution** in any term covered by this Agreement. Students wishing to enroll for courses at the Host Institution must apply and be **officially accepted for admission to the institution**. This may involve payment of a one-time application fee.
8. 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.
9. It is the student's responsibility to ensure that an **official academic transcript** from the Host Institution representing work attempted under this Agreement arrives at the Home Institution in a timely manner. A transcript from the Host Institution must be submitted to the Home Institution for **each semester of study**.
10. As a condition of this agreement, the student authorizes both the Home and the Host Institutions to **share all relevant information**, on an as needed basis, relating to the student's application for and receipt of financial aid and the transfer of credits from one institution to another. 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.
11. 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."
12. Students must complete this consortium agreement at least 30 days prior to the Home Institution's first day of classes to allow adequate processing time.