



Scholarships and
Financial Aid

Office of Scholarships & Financial Aid

Knight Hall, Room 174

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Email: finaid@uwyo.edu • **Website:** www.uwyo.edu/sfa

[OSFA's Secure File Upload website](#) • [UW's website](#)

Consortium Agreement

Section 1: Student Information

Student Name:		W#:	
Email Address:		Phone:	
Date of Birth (mm/dd/yy):		Check if applicable: <input type="checkbox"/> Medical Technology <input type="checkbox"/> ReNew Nursing	

Section 2: Parties to the Agreement

Home Institution	Host Institution
UNIVERSITY OF WYOMING	

Section 3: Enrollment Periods Covered by this Agreement

Enrollment Period at Home Institution:	Beginning Enrollment (mm/dd/yy)		Ending Enrollment (mm/dd/yy)	
UNIVERSITY OF WYOMING				
Enrollment Period at Host Institution:	Beginning Enrollment (mm/dd/yy)		Ending Enrollment (mm/dd/yy)	

Section 4: Registered Courses at ALL Institutions - must list ALL courses

	Course Dept. Name, Number, and Section	Course Title	Semester Hours	Quarter Hours	UW	Host School
	e.g. MATH 1000-01	Problem Solving	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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"/>

Consortium Agreement

Student Name:		W#:	
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Section 5: Signatures

Student's signature indicating acceptance of all terms of this Agreement

Student's Signature	Date (mm/dd/yy)	Student's Phone Number	Student's e-mail address
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UW Academic Advisor's & Degree Analyst signature signifying transferability of proposed coursework

UW Academic Advisor's Signature	Date (mm/dd/yy)	Advisor's Phone Number	Advisor's e-mail address
UW Registrar Official's Signature	Date (mm/dd/yy)	Registrar's Phone Number 307-766-5272	Registrar's e-mail address registrar@uwyo.edu

Section 6: Host Institution Responsibilities and Signature

- ☐ The Host Institution agrees to notify UW, in a timely manner, of any non-federal aid awarded to this student during the period covered by this Agreement.
- ☐ The Host Institution will inform UW of the student's **dropped/withdrawn coursework throughout the specified term**. UW 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 withdraws from courses at both institutions. **Students who end the term with "All F's" may be responsible for repayment of financial aid.**
- ☐ 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 UW (contact finaid@uwyo.edu).
- ☐ 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 Section 3.

Host Institution signature indicating acceptance of all terms of this agreement

Host Institution Financial Aid Official's Signature	Date (mm/dd/yy)	Financial Aid Telephone Number	Financial Aid e-mail address
Printed Name		Host School Tuition and Fees	\$
Total Combined Tuition and Fees	\$	UW Tuition and Fees	\$

Consortium Agreement

Student Name:		W#:	
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Section 7: Terms & Conditions Covered by this Consortium Agreement

- The University of Wyoming requires the student to enroll in six (6) or more credit hours at UW for the semester this Consortium Agreement (Agreement) covers. An Agreement must be completed every semester for which the student wishes to take courses at a Host Institution and have those credits count toward financial aid eligibility at the University of Wyoming (UW). The exception is summer term. The student's Cost of Attendance (COA) will reflect UW's budget combined with actual tuition and fees for the Host Institution.
- The student seeking a degree from the UW, but wishing to enroll for credit at a Host Institution, will receive federal financial aid from UW, based in part on enrollment information provided by the Host Institution. Students must complete this Agreement at least 30 days prior to the Home Institutions first day of classes to allow adequate processing time, otherwise their financial aid may be delayed.
- Payment of institutional charges by financial aid will be done according to UW'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.
- To ensure transferability of coursework from the Host Institution to UW, the student's advisor and UW's registrar must approve the student's proposed schedule for 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. Any 900 level courses cannot be transferred to UW and will not be counted for financial aid hours.
- As a condition of this Agreement, the student authorizes both UW 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 they are aware that the proceeds of all financial aid received for the applicable term must be used only for educational expenses incurred at UW and the Host Institution(s).
- Student should check with the Office of Scholarships & Financial Aid about the use of scholarships for an Agreement. For example, classes taken at a non-Wyoming Host Institution would not count toward meeting enrollment requirements for the Hathaway Scholarship.
- It is the student's responsibility to ensure that an academic transcript from the Host Institution, representing work attempted under this Agreement, arrives at UW 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.

Information about Consortium Agreements

It is possible to receive federal financial aid by combining your credit hours from two or more institutions through a **Consortium Agreement**. A consortium agreement is a written contract between those institutions that allows students to enroll in courses at all institutions simultaneously and receive financial aid based on the total hours of enrollment. Note: Schools are not required to enter into Consortium Agreements.

- **Full-Time Enrollment:** If you are enrolled in at least 12 credit hours at one institution, a Consortium Agreement is not necessary for taking additional credits at another institution. Federal financial aid will not increase.
- **Home vs. Host Institution:** The institution awarding your degree is your Home Institution. The other institution where you take courses is your Host Institution.
- **Deadlines:** A separate Consortium Agreement must be completed 30 days before each term or semester begins.
- **Admission Requirement:** You must be admitted to all institutions from which you are earning credits.
- **One Institution for Federal Aid:** You may only receive federal financial aid from one institution per term or semester. Federal Work-Study funds awarded by UW cannot be used for jobs at another college. Students may also only receive the Hathaway Scholarship from one institution per term or semester.
- **Enrollment at UW:** To receive federal financial aid from the UW, you must enroll at UW for at least six (6) credit hours, except during the summer term. Both **ReNew Nursing & Medical Technology** students are excluded from this requirement in any term or semester.
- **Scholarships:** Contact Scholarships & Financial Aid for guidance on using scholarships with a Consortium Agreement. Classes at non-Wyoming Host Institutions do not count toward Hathaway Scholarship enrollment requirements.
- **Course Transferability:** Courses at the Host Institution must be transferable to UW, and they must be approved by your UW academic advisor and UW Registrar. You are responsible for ensuring credits are transferred to UW.
- **Cost of Attendance (COA):** Your COA will reflect actual tuition costs, which may reduce your federal aid eligibility due to lower tuition charges at the Host Institution.
- **Timing of Financial Aid:** Aid from UW will not be fully available until your enrollment at the Host Institution is confirmed. You may need to pay the Host Institution's tuition upfront and be reimbursed later when aid through UW becomes available or is disbursed.
- **Transcript Requirement:** After completing a term at a Host Institution, you must request an official transcript be sent to UW's Admissions/Registrar's Offices. Federal aid and/or scholarship aid for subsequent terms may be withheld until your academic record is reviewed.
- **Agreement Requirements:** A formal Consortium Agreement must be signed by representatives of both institutions before federal aid is disbursed.
- **Responsibility for Policies:** You are responsible for understanding and following the academic, social, and administrative rules of both institutions. Read institutional catalogs, bulletins, and class schedules, and ask questions if needed.
- **Contact Information:** For more information about Consortium Agreements, contact the Office of Scholarships & Financial Aid's Consortium Contact: **Phone:** (307) 766-6727 **Email:** lreh@uwyo.edu