



CCC Consortium Agreement Policy

Occasionally a student may enroll simultaneously at a CCC college and another college, and the student will want to combine the hours at both institutions for financial aid purposes.

It is possible to receive financial aid under these circumstances as long as certain requirements are met (see eligibility criteria below). The student's financial aid will be awarded by the institution with which he/she will receive a degree. The school from which the student will graduate is the "home" school, and the school with which he/she is completing coursework towards the degree at the home school is the "host" school.

The purpose of a consortium agreement is to ensure disbursement of the proper amount of financial aid based on simultaneous enrollment at two colleges. The total registration hours between the two schools will be used to determine the student's financial aid eligibility. The hours attempted and completed at the host school will be used in the calculation of the student's Satisfactory Academic Progress (SAP) at the home school.

Eligibility Criteria

In order to qualify for a consortium agreement under which **CCC serves as the home school**, a student must:

- Be enrolled in a degree program at CCC (certificate programs are not eligible for a consortium agreement); and
- Meet all other eligibility criteria for financial aid; and
- Have completed at least 15 college-level (non-remedial) credit hours at CCC; and
- Demonstrate that the course(s) he/she is taking at the host school is a requirement of his/her degree program at CCC and are transferable to CCC; and
- Not be repeating a class for which he/she has already received academic credit at CCC; and
- Be enrolled in at least 3 credit hours at CCC during the term of the consortium agreement; and
- Be making Satisfactory Academic Progress under CCC's Title IV policy and not be on SAP probation due to GPA and completion rate; and
- Submit the completed Consortium Agreement Form and a copy of the course schedule from the host school no later than the first day of the term; and
- Make payment arrangements with the host school for enrollment at the college (CCC will not submit payment directly to the host school); and
- Submit an official academic transcript to the home school's Registrar from the host school no later than 15 days after the end of his/her course at the host school. Failure to submit the transcript will result in the cancellation of the student's financial aid for the next term.

In order to qualify for a consortium agreement under which **CCC serves as the host school**, a student must:

- Complete the consortium agreement process as stipulated by the home school; and
- Register for CCC classes and make payment arrangements (payment plan or payment in full) at the time of registration. A student cannot receive financial aid from CCC if CCC is serving as the host school.

Procedure for CCC as Home School

If a student meets all eligibility criteria for a consortium agreement and wishes to receive financial aid through CCC for enrollment at a host school, he/she must submit the CCC Consortium Agreement Form with all necessary documentation. The completed consortium agreement must be returned to the student's Financial Aid Office no later than the first day of the term.



CCC Consortium Agreement Form

Instructions: This form is to be used if CCC is serving as the home school in a consortium agreement. You should submit this form if you enroll simultaneously at a CCC college and another college, and you want to combine the hours at both institutions for financial aid purposes. Please review the eligibility criteria outlined in the CCC Consortium Agreement Policy prior to completing this form. **Return the completed form and a copy of your schedule from the host school to your CCC college's Financial Aid Office.**

Section 1: To be completed by the student:

Student Name: _____

CCC Student ID Number: _____

Term Requested: Fall _____ Spring _____ Summer _____

CCC College: DA ___ HW ___ KK ___ MX ___ OH ___ TR ___ WR ___

Degree Program at CCC: _____

Name of Host School: _____

Section 2: To be completed by your Academic Advisor at CCC:

I certify that the courses the student is planning to enroll in at the host school are applicable to the student's program of study at CCC, and that this student has not previously earned credit for these courses at CCC.

Course name(s) and number(s) approved to be completed at the host school (*example – Math 118*): _____

Advisor Name Printed

Signature

Section 3: To be completed by the host school's Financial Aid Office:

I certify that the student is not receiving financial aid at _____ for the term covered by this agreement. Name of Host School

Student's tuition and fees for the courses listed in Section 2 of this form: \$ _____

In signing this form, I agree to share information with the home school (CCC) regarding the student's enrollment and to notify the home school if the student withdraws from the courses covered by this agreement.

Printed Name of Financial Aid Office Official

Signature

Section 4: To be completed by the student:

By submitting this agreement, I certify that:

- I have reviewed CCC's Consortium Agreement Policy and agree to abide by its terms.
- I understand that CCC will process my financial aid including the coursework that I am completing at the host school, and that the coursework completed at the host school will be included in my SAP calculation at CCC.
- I agree to allow the home school and host school to share information regarding my registration, transcripts, and financial aid as necessary.
- I understand that I am only eligible to receive financial aid at the home school.
- I must remain enrolled in at least one course at my home school to remain eligible for financial aid for the term.
- I am required to notify the home school of other financial assistance (scholarships, tuition grants, etc.) that I am receiving from the host school.
- I agree that it is my responsibility to make payment arrangements at the host school at the time of registration and that CCC will not be providing any form of payment to the host school.
- I will let my home school know of any changes in registration at the host school.
- At the end of the academic term covered by this agreement, I agree to submit an official transcript from the host school to the Office of the Registrar at the home school. I understand that my failure to do so will result in the cancelation of my financial aid for the next term.

Student Signature

Date

Don't forget – You must attach a copy of your course schedule from the host school to this form!

For CCC Financial Aid Office Use Only:

Enrollment Level:

CCC credit hours: _____ + host school credit hours: _____ = Total credit hours for the term: _____

Cost of Attendance:

Amount added to Tuition and Fees budget component: \$_____

Other adjustments to COA: \$_____ Explanation of other adjustments: _____

Financial Aid Director of Designee

Processed Date