

Student Financial Services
FINANCIAL AID CONSORTIUM

Washington State University (WSU) students who plan to concurrently enroll at a **host institution** during a term may use this form to document course work and costs at the host institution. Under this agreement, WSU will act as the **home institution** (the institution administering financial aid and awarding your degree). WSU will disburse financial aid, monitor Satisfactory Academic Progress, and report enrollment to the National Student Clearinghouse. Only the home institution may disburse financial aid for the term. **WSU will not process agreements with clock-hour schools.**

Student Information:

Name _____	WSUID # _____
Host School _____	Host School ID# _____
# of credits for consortium agreement term: at WSU _____	at Host school _____
Term/Year _____	Email _____ Phone# _____

General Requirements and Notices:

1. The financial aid office at your host school must certify your registration, tuition, & fee costs and sign this form.
2. **You must be taking a minimum of 6 WSU credits for the entire term** to be eligible to receive and keep your financial aid. If you drop any courses, your financial aid could be returned, creating a balance on your student account.
3. A **WSU Academic Advisor** must certify that the coursework at the host institution is applicable to your WSU degree plan (see advisor certification on pg. 2).
4. You must enroll in 100 level coursework or higher.
5. You must **attach a copy of your registration or class schedule at the host school.**
6. Courses taken at the host school will be treated the same as WSU courses for Satisfactory Academic Progress (SAP).
7. You must submit an unofficial transcript from the host school at the end of the term to show progress. **We will hold financial aid for future terms until we receive an unofficial transcript.**
8. It is your responsibility to report changes in enrollment at both WSU and the host school during the term. If you drop or withdraw from courses at your host school, you are required to submit an official receipt of your dropped courses to your consortium liaison at WSU. Please be aware that dropping or withdrawing from classes in your consortium agreement may affect your SAP. You may only completely withdraw from a consortium agreement twice. If you drop all courses at both schools, WSU will perform a Return of Title IV Funds calculation and may return funds to federal accounts. This could result in a bill on your student account.
9. Financial aid will be disbursed according to the WSU disbursement schedule. Consortium agreements can cause a delay in disbursements, so plan accordingly.
10. You are responsible for paying tuition, fees and other charges at the host school.
11. You understand and authorize WSU and the host school to share information about your educational records.
12. WSU Student Financial Services can only accept consortium agreement forms **through the fifth week of classes** for fall semester. Spring semester consortiums may warrant an exception to the census date if the student is not able to enroll in spring quarter classes until after this point. Check with your Consortium Campus Liaison for more details.

Your signature below indicates that you have read and that you understand the requirements and notices above.

Student's signature _____ Date _____

PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS

