

Consortium Agreement 2005–2006

University of Rochester Financial Aid Office

This agreement is entered into between the University of Rochester and _____
 for the following student, in the term(s) described below. (host institution)

 Student's Legal Name

 Student's SSN

SECTION 1

Please complete the following grid and signatures below, or attach a copy of your course approval form.

Course/Program Name	Credit Hours	Term/Dates of Enrollment

Upon satisfactory completion (a grade of C or better), these courses have been approved to fulfill degree requirements at the University of Rochester. The student's enrollment status during the term indicated above will be considered when determining satisfactory academic progress in subsequent years.

 Dean of the College (University of Rochester)

 Date Signed

SECTION 2

This section is to be completed by the consortium (host) institution.

Host institution name and address:

Registrar's name and phone number:

 (_____) _____

Cost of program	Tuition & Fees	\$	Pell Grant cost of education	\$	per year
	Room & Board	\$	Aid provided by host institution	\$	per term
	Other	\$			

Length of enrollment period listed above	_____quarter _____semester
Student's enrollment status	___full time ___3/4 time ___1/2 time ___other

SECTION 3

This section is to be completed by the student.

In the event that the disbursement of my financial aid results in a credit balance on my University of Rochester student account, I authorize the University of Rochester Bursar’s Office to forward proceeds from my financial aid to the following:

Name

Address

I understand that unless I authorize the University to forward the proceeds to the consortium institution, I am responsible for forwarding all necessary payments to the consortium institution. I also understand that if my credit balance is due to the disbursement of a Federal Direct Parent loan, the University will follow the written authorization by my parent when issuing the refund check.

Student Signature

Date

SECTION 4

The consortium institution certifies that the student has been accepted for enrollment in the courses or program listed in Section 1 and that the dates of enrollment are correct.

The consortium institution agrees not to pay the student a Federal Pell Grant and/or campus based funds, or process a Federal Stafford or PLUS loan during the enrollment period listed in Section 1. Further, the consortium institution agrees to notify the University of Rochester if the student withdraws from the program or courses before their conclusion. Satisfactory conclusion of the program will be evidenced by an academic transcript upon request of the student.

The University of Rochester agrees to provide payment to the student, if eligible, under the Federal Pell Grant and Title IV loan programs for the appropriate period of time. Payment will be made in such a manner as agreed upon between the University of Rochester and the student.

University of Rochester

Host Institution

Signature

Date

Signature

Date

Name

Name

Title

Title

Phone/email address

Phone/email address

Consortium Agreement Instructions 2005-06

University of Rochester Financial Aid Office

PURPOSE

A consortium agreement is required each time a student participates in a program or attends courses at another institution, but will remain a matriculated student at UR, receiving financial assistance. University assistance cannot be used for courses at another institution; the most common type of aid processed under a consortium agreement is loans.

CHECKLIST

There are many steps involved in completing a consortium agreement; do not wait until the last minute to begin this process. The steps to complete the agreement are as follows:

- Complete sections 1 and 3 with your information. A course approval form can substitute for section 1.
- Forward the agreement to the host institution; we advise that you make a copy of the agreement at each stage to avoid redoing the document if it is lost.
- The host institution completes section 2 and their portion of section 4.
- Forward the agreement to the University of Rochester Financial Aid Office for review and completion of section 4.
- Once the completed agreement has been received and reviewed by the Financial Aid Office, we can determine your eligibility for financial assistance.

IMPORTANT POINTS

Financial Aid Counselors are available to discuss your plans and how your future aid eligibility may be affected by your plans. All students are strongly encouraged to meet with a counselor prior to completing a consortium agreement.

You should be prepared to pay the host institution's tuition bill up front, if required. The Bursar's Office will not be able to disburse any financial assistance until the beginning of the term, when your registration has been verified.

The Bursar's Office will verify your enrollment with the host institution before applying any aid to your account. This verification cannot take place until the class or program is in session.

It is the student's responsibility to accurately instruct the Bursar's Office (Section 3) where any refund on your University of Rochester account should be forwarded. **Please note that if you request any refund sent to you directly, it is your responsibility to forward appropriate payment(s) to the host institution.**