

## Consortium Agreement Form

### **WHAT IS A CONSORTIUM AGREEMENT?**

A Consortium Agreement is a legal agreement between two US Federal Title IV-eligible institutions that allows students who may spend a semester or year away from their home institution on an approved Academic Program (e.g. internship program, study abroad program, or other academic program) to take some/all of their financial aid to the host institution to cover the costs of the academic program.

The consortium agreement covers federal guidelines and outlines the roles and responsibilities of the student, host institution and home institution in relation to processing federal aid. A Consortium Agreement is not official and will not be considered complete until both institutions have agreed to its contents and signed the documents.

### **HOW DOES A CONSORTIUM AGREEMENT WORK?**

Traditionally the Consortium Agreement is initiated through the home institution at the request of the student. The home institution's Financial Aid Office confirms if the academic program at the host institution is eligible for aid, and outlines the type of aid and the amount of aid that can be used for the academic program.

### **HOW TO REQUEST A CONSORTIUM AGREEMENT**

1. Print a copy of the Marist College Financial Aid Consortium Agreement Form.
2. Review the Academic Course Catalog for rules regarding completion of course work at another institution.
  - a. If the course work requested has any international component, the course work must be approved through the Office of International Programs at Marist College.
  - b. If the program has an internship component then the internship must be approved by the Internship Coordinator.
3. Complete sections I & II of the Consortium Agreement.
4. Meet with your academic advisor to complete the Academic Advisor and Department Chair section (Section III) of this form.
5. Once the advisor has approved your program plan you will need to have all of your course work preapproved by the Deans and Chairs of the appropriate departments. To do this, you will also need to have provided the Deans/Chairs with syllabi and/or course descriptions.
6. Once your academic plan and course work have been approved, you will need to submit the documentation to the Office of the Vice President of Academic Affairs (VPAA) for approval.
7. Once approved by the VPAA, the forms must be submitted to the host institution for completion.
8. The forms will then be sent back to the Office of Student Financial Services at Marist College to be finalized.