

(PLEASE NOTE: This form is NOT required for students participating in the BSEP-Baltimore Student Exchange Program during the regular fall or spring semesters.)

What is a financial aid consortium agreement?

A financial aid consortium agreement is a binding agreement between eligible schools which allows the Goucher College financial aid office to process various types of financial aid (typically student loans) for credits taken as a visiting student at another school. **Goucher College is considered your Home Institution.** For federal aid, the Host Institution must be an approved Title IV school; meaning they have a federal Title IV school code and can process federal financial aid. Credits taken at the other school must be documented as counting for a required course in your program at Goucher.

Important Deadlines

Due to the federal regulations connected with consortium agreements, a **complete** consortium agreement with **all sections filled out and all office signatures at both institutions** must be on file with the Financial Aid office at Goucher College **by no later than the published drop date for the course at the host institution.** In order to meet this deadline, a student needs to submit their section to Goucher College (see Step 1 below) by **no later than 4 weeks prior to the published start date of classes at the host institution.**

Procedures

Step 1: Student completes the bottom of this page and page 2. Confirmation of the transferability of the course is required. Then, the student submits to the Goucher College financial aid office **no later than 4 weeks prior to the start of classes at the Host Institution.**

Step 2: Goucher College completes the Home Institution section on page 3 and forwards to the financial aid office at the Host Institution to complete their section (page 4) and send back to the Goucher College financial aid office. **It is the student's responsibility to follow up with the other institution as needed.**

Step 3: Once a completed agreement is on file, the student will be informed by Goucher College when their financial aid has been processed and is ready to be accepted.

Financial Aid Consortium Agreement Between:

Home Institution Goucher College	and	Host Institution
--------------------------------------------	-----	-------------------------

The two institutions agree to enter into a consortium agreement for this Goucher College student:

 Student Last Name

 Student First Name

 Goucher ID Number

Student's Responsibilities (Student, initial all points to acknowledge your understanding):

	The student is responsible for paying the Host Institution directly , and understands that payment will likely be due to the Host Institution before aid can be disbursed to the student. Goucher College is not responsible for any late fees incurred at the Host Institution.
	The student understands that they can only receive financial aid for courses that are applicable to the student's degree program at Goucher College, and that courses must be taken at the Host Institution for a letter grade.
	The student understands that they may have additional paperwork and procedures they need to complete with the Registrar's office in order to transfer the course(s).
	The student understands that they are responsible for coordinating with the offices at their host institution to insure they complete their sections of the agreement promptly. Goucher College is not responsible for any delays in the other institution completing their sections of the agreement, and an agreement will not be valid until it is completed and on file with the Goucher College financial aid office.

By signing this form, I certify all information reported on this form & within the enclosed documentation is complete & correct.

Student Signature

Date

Confirmation of the Transferability of the Course:

Student, please have your academic advisor or a representative from the registrar's office sign to confirm that the course is equivalent to a required course in your program.

Host Institution Course

Goucher Required Course

	=	
	=	
	=	

Goucher College Advisor or Registrar Representative Printed Name, Title, & phone/e-mail

By signing, I authorize that the host institution courses indicated above will meet the requirements for the indicated Goucher College courses that are a requirement for the student's program at Goucher College.

Goucher College Advisor or Registrar Representative – Signature and Date

Home Institution's (Goucher College's) Responsibilities:

- Goucher College is the school where the student is enrolled in the degree or certificate program.
- Goucher College will disburse financial aid, and if required will process any refunds/returns/overpayments.
- Goucher College is responsible for maintaining information on the student's eligibility, how the award was calculated, what money has been disbursed, and any other documentation associated with the award, even if some of that documentation comes from the Host Institution.
- Goucher College will give credit for the courses taken on the same basis as if it provided the instruction itself.
- Goucher College's Office of the Registrar agrees to report the student as enrolled at Goucher College (to the National Student Clearinghouse) for the duration of the enrollment period.

Goucher College's Office of the Registrar certifies that the student is enrolled in a degree program at Goucher College and is maintaining satisfactory academic progress. Goucher College's Office of the Registrar certifies that the credits to be earned at the Host Institution are transferable to Goucher College.

Registrar's Office Representative's Printed Name, Title, Signature, & Date

Financial Aid Office Representative's Printed Name, Title, Signature, & Date

Billing Office Representative's Printed Name, Title, Signature, & Date

Host Institution's Responsibilities:

- The Host Institution is the school where the student is taking part in his or her program requirements through this consortium agreement.
- The Host Institution certifies that the student has been accepted for enrollment.
- The Host Institution agrees not to disburse financial aid to the student for the enrollment period specified.
- The Host Institution agrees not to report the student to the NSLDS and/or to the National Student Clearinghouse for the duration of the enrollment period.
- The Host Institution agrees to notify Goucher College within (2) weeks if the student drops, fails to actively attend, or withdraws from the course(s) indicated.

Enrollment Period: from _____ to _____ Enrollment Status: _____ credits

Drop/Census Date (last drop date) for enrollment period: _____

Estimated Costs:	Tuition & Fees:	_____
	Room & Board:	_____
	Personal/Travel:	_____
	Other:	_____
	Total Costs:	_____

Funding from host institution: Amount/Type: _____

By signing this form, the host institution certifies that it will comply with the above information and that all information reported above is complete. Please have a representative from each office sign, date, and provide contact information.

Financial Aid Office Representative – Printed Name, Title, & phone/e-mail

Financial Aid Office Representative – Signature and Date

Billing Office Representative – Printed Name, Title, & phone/e-mail

Billing Office Representative – Signature and Date

Registrar's Office Representative – Printed Name, Title, & phone/e-mail

Registrar's Office Representative – Signature and Date