

# Consortium Agreement Instructions



NORTHERN ILLINOIS UNIVERSITY

Financial Aid and Scholarship Office

Your Future. Our Focus.

Submit to:

Financial Aid and Scholarship Office

Swen Parson Hall 245

DeKalb, IL 60115

A Consortium Agreement is a written agreement between two Title IV (financial aid) eligible schools for the purpose of providing federal financial assistance to the named student. Under the agreement, the “Home school”—Northern Illinois University—considers the student to be enrolled in an eligible program and accepts the credits earned at the “Host school”. NIU, as the Home school, and the Host school named herein are entering into a Consortium Agreement. Federal regulations do not allow students to receive the IL Map Grant or Pell Grant from two schools at the same time.

## Student Requirements & Eligibility:

- You have completed all application materials and have been awarded financial assistance as an NIU student.
- You are meeting Satisfactory Academic Progress (SAP).
- You have an authorized NIU representative sign and complete this form. An authorized representative is someone from the Office of Registration and Records, College Advising Office, or your advising Dean’s Office.
- You should submit this form with **all sections completed** to NIU’s Financial Aid and Scholarship Office.
- **You must submit a copy of your class schedule from the Host school with your Consortium Agreement. If not attached, Consortium Agreement is incomplete.**
- You are responsible for transferring earned credits from Host school to NIU by submitting official academic transcript from the Host school to NIU’s Office of Registration and Records.
- An unofficial transcript or grade roster from Host school must be submitted **within 14 days** of term completion to NIU’s Financial Aid and Scholarship Office. This is in addition to the official transcript that needs to be turned in to receive credit for the course(s).

## Instructions:

1. You complete Section 1 of the Consortium Agreement.
2. Your NIU Academic Advisor must complete and sign Section 2 of the Consortium Agreement.
3. Your Host school’s Financial Aid Office must complete and sign Section 3 and Section 4 of the Consortium Agreement.
4. You must read, understand and sign Section 5 of the Consortium Agreement. Then return *completed* Consortium Agreement and a copy of Host school class schedule to the NIU Financial Aid and Scholarship Office.

**Deadline:** The *completed* Consortium Agreement **must be submitted at least 1 week** prior to the end of the semester in which aid is requested. Requests submitted after that period will not be considered for aid.

## Consortium Agreement/Concurrent Enrollment for Financial Aid 2019-2020

### Section 1: Student Information

For scanning purposes, use black or blue ink to complete this form

Name \_\_\_\_\_ Z-ID \_\_\_\_\_  
 Last Name First MI

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

- I will be enrolled at both NIU and the host school during the semester specified.  
 (Checking this box confirms that your enrollment is final for this semester and no changes will be made.)
- I will only be enrolled at the host school during the semester specified.

**Classes being taken at NIU this semester.**

Course Number	Course Title	Is the course online?	Credit Hours	Start/End Date of Course

### Section 2: Courses to be taken at the host school/NIU Authorization

**Student:** YOUR NIU ACADEMIC ADVISOR NEEDS TO COMPLETE THIS SECTION BEFORE YOU CAN SUBMIT IT TO FINANCIAL AID. You will also need to attach your class schedule which includes the course name, credit hours and semester you are enrolled in at the host school.

**NIU Academic Advisor from your major college:** Signing and completing this section will verify the courses listed below are transferable to NIU and are required for the student's degree program at NIU.

**Host School** (no abbreviations please) \_\_\_\_\_

Course Number	Course Title	<u>Completed by Student</u>			<u>Completed by NIU Academic Advisor</u>	
		Is this course online?	Credit Hours	Start/End Date of Course	Will credits be accepted at NIU?	NIU Equivalent

NIU Academic Advisor Name and Title (print) \_\_\_\_\_

Academic Advisor Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

**Section 3: Host's Schools Information - to be completed by the Host school's Financial Aid Office**  
**(Not NIU) Note to NIU Student: Host School will need to see Section II completed or the NIU Transferability form.**

\_\_\_\_\_  
Name of Host School (no abbreviations please)

**CONTACT INFORMATION**  
(Please Print)

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title of Contact Person

\_\_\_\_\_  
E-Mail for Contact Person

\_\_\_\_\_  
Phone Number for Contact Person

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**COST OF ATTENDANCE**

Tuition and Fees: \$ \_\_\_\_\_

Dates of Enrollment: \_\_\_\_\_

Room and Board: \$ \_\_\_\_\_

Credit (or Quarter) Hours Enrolled: \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

Please note if student is receiving scholarship(s) at Host school and the amount: \_\_\_\_\_

Miscellaneous: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**Section 4: Host School's Certification - to be completed by the Host school**

1. NIU agrees to provide payment(s) to this student, if eligible, under the Title IV Programs as appropriate for the semester specified.
2. The host school agrees not to provide Title IV Program payments to this student during the semester specified.
3. The host school agrees to promptly notify NIU in writing if the student withdrawals or drops from classes at the host school which are reported in the agreement.
4. It is agreed to by both NIU and the host school that financial aid and/or loan funds may be sent to the contact person at the host school to the address listed above. Funds will automatically be sent if the funds are tuition specific and the charges at NIU are less than the award amount.

**Required Signature** -Host School Contact \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed form to:**  
**Northern Illinois University**  
**Financial Aid and Scholarship Office**  
**Swen Parson Hall 245**  
**DeKalb, IL 60115**

FA Consortium Agreement 11/01/2019

**Section 5: Student Acknowledgement/Authorization:**

- Financial aid will not pay for remedial coursework or any courses that do not apply and transfer as college credit to the student's degree at NIU.
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- Enrollment guidelines affecting specific programs are as follows:
  - **Federal Pell Grant:** Awards based on full-time (12 or more credit hours), three-quarter time (9–11 credit hours), half-time (6–8 credit hours), or less than half-time (1–5 credit hours).
  - **Illinois State Monetary Award Program (MAP):** Awards based on total hours enrolled at qualifying Illinois schools, 15 hours for full award or pro-rated based on hours enrolled. NIU will bill the Illinois Student Assistance Commission (ISAC) for the MAP award based on hours and charges from both schools.
  - **Federal SEOG:** Must be enrolled for at least 9 hours at NIU.
  - **Federal Direct Loan Program (Stafford Loan and/or PLUS):** *(A consortium agreement is not necessary if the student is already enrolled half-time at NIU and is ONLY eligible for loans).*
  - **Federal Work-Study:** Must be enrolled for at least half-time at NIU and only applies to jobs at NIU.
- For students who are enrolled concurrently (at the NIU and host school for the same semester), the consortium agreement will not be processed until after the add/drop period at NIU to ensure the student's enrollment is finalized.
- The student is responsible for any expenses (i.e., tuition, fees, books) charged by the host school prior to when NIU financial aid is disbursed/available. Financial aid will not be disbursed until NIU receives the consortium agreement completed by all parties.
- If a student is enrolled at NIU and the host school, the student's financial aid will first be applied to their balance at NIU. If there are remaining funds, they will be refunded to the student by the Bursar's Office. It is the student's responsibility to use any financial aid refunds and/or their own financial resources to pay the host school charges.
- If a student is enrolled only at the host school, the student's financial aid will be sent directly to the host school to pay charges there unless documentation is provided that the bill is already paid at the host school.
- The student will immediately notify Financial Aid and Scholarship Office in writing if they drop or withdraw from courses at the Host school.
  - Changes in enrollment may invalidate the Consortium Agreement or require reduction or cancellation of aid, which may result in a balance owed to NIU or to the U.S. Department of Education.
- The student will submit unofficial transcripts or grade roster to the NIU Financial Aid Office **within 14 days** of term completion.
  - If transcripts are not submitted within required time frame, NIU will assume courses on Consortium Agreement are not complete. This may result in reduction or cancellation of aid, which may result in a balance owed to NIU or to the U.S. Department of Education.
- Consortium agreements will not be approved for completed periods of enrollment.
- Consortium agreements where the student has no enrollment at NIU will only be completed for a maximum of two semesters, excluding summer semesters. This agreement is for only one semester of enrollment.

***My signature certifies I have read and understand all the information on this form and that all information provided is true, complete and accurate:***

**Required Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***Please return completed form to:***  
***Northern Illinois University***  
***Financial Aid and Scholarship Office***  
***Swen Parson Hall 245***  
***DeKalb, IL 60115***

## Consortium Agreement Checklist:

- Student's name and NIU Z-ID has been clearly printed.
  - All sections of the Consortium Agreement Form have been completed and all required signatures are complete (NIU Academic Advisor, Host School Financial Aid Office and Student).
  - Student has provided a copy of their class schedule for the term they are completing the Consortium Agreement.
  - Student has checked their *MyNIU "Tasks" Tile* to see if any other documents are being requested and included them with this form.
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## Next Step:

### Review of Consortium Agreement Documents

The NIU Financial Aid and Scholarship Office is unable to begin the review process until all requested documents have been submitted.

### Request for Additional Information

Once NIU begins the review process, additional documentation may be requested. It is important for you to check your NIU student e-mail regularly as this is how we will contact you.

### Notification of Results

If the Consortium Agreement results in additional financial aid we will post it on *MyNIU "Financial Aid" Tile*. If we are not able to offer additional aid we will send a notification via your NIU e-mail address. For student who are enrolled concurrently (at the "home school" and "host school" for the same semester), the Consortium Agreement will not be processed until after the add/drop period at NIU to ensure your enrollment is finalized.