

Consortium Agreement



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

Section 1: Student Information

Name: _____ Z-ID _____
Last Name First MI

- 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.

Semester the agreement is being used (Circle One & add Year): Fall 20___ Spring 20___ Summer 20___

Section 2: Student Acknowledgement/Authorization:

1. The student understands that 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.
2. The student is meeting Satisfactory Academic Progress (SAP).
3. 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 Admissions.
4. 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. This includes any fees associated with a payment plan.
5. **Financial aid will not be disbursed until NIU receives the consortium agreement completed by all parties and courses at NIU have begun and are past the add/drop period.**
6. The State of Illinois Map grant can only be used to pay tuition, mandatory fees, and insurance at NIU charges and may be reduced if no eligible charges remain.
7. If the student is enrolled both at NIU and the host school, the student's financial aid will first be applied to their balance at NIU. If there are any eligible 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.
8. **Consortium agreements will not be approved for completed periods of enrollment.**
9. 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.
10. The student has the responsibility to immediately notify the NIU Financial Aid and Scholarship Office in writing if they drop or withdraw from courses at the host school and provide sufficient documentation of attendance (this can be via NIU email). 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.
11. **Deadline:** The *completed* Consortium Agreement **must be submitted at least 8 weeks** prior to the end of the courses in which aid is requested. Requests submitted after that period will not be considered for aid. Appeals to this requirement may be considered on a case by case bases for courses that are less than 16 weeks long.
12. If the 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 the student submits documentation that the bill is already paid at the host school. The agreement will not be processed until after host school classes begin.
13. The student will submit unofficial transcripts or grade roster to the NIU Financial Aid and Scholarship Office **within 14 calendar days** of term completion (this can be sent via email as a screenshot).
14. 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 and/or to the U.S. Department of Education.
15. NIU will not process additional consortium agreements if grades are owed to NIU from a previous agreement.

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 _____

Consortium Agreement Section 2 Name _____ Z-ID _____

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.

(Please keep in mind that each consortium agreement is approved or denied for only one term of enrollment. A new agreement **must** be completed for each new term of enrollment the student wishes to enroll in at another school.)

Host School (no abbreviations please) _____

Course Number	<u>Completed by Student</u>				<u>Completed by NIU Academic Advisor</u>	
	Course Title	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 _____

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 from both schools and NIU eligible charges. *MAP can only pay for tuition and mandatory fees at NIU and will not refund to student or host school*
- **Federal SEOG:** Must be enrolled for at least 9 hours at NIU.
- **Federal Direct Loan Program (Stafford Loan and/or PLUS):** Half-time enrollment (**A consortium is not necessary if the student is already enrolled half-time at NIU and ONLY eligible for loans.**)
- **NIU Merit Scholarships:** Must be enrolled in 12 hours or more for combined schools. Will only pay NIU charges and not refund to the student or host school.
- **Federal Work-Study:** Must be enrolled for at least half-time at NIU and only applies to jobs at NIU.

Consortium Agreement Section 3

Name _____ Z-ID _____

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: _____

Housing and Food: \$ _____

Credit (or Quarter) Hours Enrolled: _____

Transportation: \$ _____

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

Books/Supplies: \$ _____

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 or finaid@niu.edu
Swen Parson Hall 245
DeKalb, IL 60115

Consortium Agreement Checklist:

- Student's name and NIU Z-ID has been clearly printed on every page.
- Section 1 has been signed by student
- Section 2 has been completed by student and NIU academic advisor
- Student has provided a copy of their class schedule for the term they are completing the Consortium Agreement.
- Section 3 has been completed by Host school
- Student has checked their **MyNIU "Tasks" Tile** to see if any other documents are being requested and included them with this form if necessary.

After the semester has ended Checklist:

- Student has provided a copy of their final grades at the host school to NIU Financial Aid & Scholarships office (grade roster, unofficial transcript, official transcript) within 14 calendar days.
- Student has provided a copy of their official transcript to the NIU office of Admissions for credit hour transfer evaluation.

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.