

## *Financial Aid Consortium Agreement*

A consortium agreement is a written agreement between two eligible schools which allows a student to receive federal assistance at one (Home) institution for coursework completed at a separate (Host) institution. The Home Institution is the institution at which the student will be receiving their final Degree or Certificate.

### **Missouri Baptist University Consortium Agreement requirements include:**

- Complete the Missouri Baptist University admission process.
- Complete the financial aid application process and have eligibility for financial assistance to attend Missouri Baptist University.
- Be working towards either a Degree or Certificate to be awarded by Missouri Baptist University.
- Maintain Satisfactory Academic Progress according to the Missouri Baptist University Policy.

### **Participating Schools:**

Missouri Baptist University One College Park Drive St. Louis, MO 63141	Jefferson County Community College 1000 Viking Drive Hillsboro, MO 63050	East Central College 1964 Prairie Dell Road Union, MO 63084
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### **To apply for a consortium, follow the steps below:**

1. Read all information regarding the agreement form.
2. Complete the student section on the attached Consortium Agreement.
3. Take or mail the form to the Host Institution's Registrar and Financial Aid Office for certification.
4. Take or mail the form to the Home Institution's Registrar for certification.
5. Submit the completed document and a copy of your student schedule and billing statement from the Host Institution to the Home Institution's Financial Aid Office for consideration.

### **Remember – It is YOUR RESPONSIBILITY to:**

- Make satisfactory payment arrangements with the Host Institution's billing department.
- Provide the Missouri Baptist University Financial Aid Office with a copy of your student schedule and bill from the Host Institution.
- Notify the Missouri Baptist University Financial Aid Office of any changes in your enrollment status at the Host Institution.
- Provide the Registrar's Office at Missouri Baptist University with an updated copy of your academic transcript at the end of each consortium period.

Note: All course work from previous consortium agreements must be sent and recorded at our Registrar's Office prior to approving an additional consortium agreement request.



**FINANCIAL ASSISTANCE CONSORTIUM AGREEMENT  
BETWEEN**

\_\_\_\_\_ AND \_\_\_\_\_  
(Home School) (Host School)

The Home School and the Host School listed above are hereby entering into a Consortium Agreement.

**SECTION 1 – To be completed by the STUDENT**

Name:	SSN:
Telephone Number:	E-Mail Address:
Current Permanent Address:	Address While Studying Away:
Consortium Period (please circle one):                      Fall                      Spring                      Summer	
<p>Under this consortium agreement, the student will:</p> <ol style="list-style-type: none"> <li>1. Be enrolled in a degree, certificate, or other recognized credential program at the Home School.</li> <li>2. Maintain satisfactory academic progress.</li> <li>3. Take courses at the Host School which are transferable to his or her Home School degree, certificate, or recognized credential as certified by his or her Home School academic advisor.</li> <li>4. Notify the Home School financial aid office if he or she does not begin attendance in the courses listed and approved in this consortium agreement.</li> <li>5. Immediately inform the Home and Host School of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.</li> <li>6. Ensure that the Host School provides the Home School with a Host School academic transcript upon completion of the consortium period.</li> <li>7. File a FAFSA and complete the required financial aid process prior to all applicable deadlines.</li> <li>8. Pay tuition, fees, and other expenses as charged by the Home and/or Host School.</li> </ol>	
Student's Signature:	Date:

**SECTION 2 – To be completed by the student's Host School DIRECTOR OF RECORDS**

Number of credit hours the student is taking at the Host School:	
Student's enrollment status while at the Host School:	
Full time	$\frac{3}{4}$ time $\frac{1}{2}$ time                      less than $\frac{1}{2}$ time
List the course(s) that the student is taking at the Host School which are applicable to his or her academic program at the Home School:	
_____	_____
_____	_____
_____	_____
Registrar's Signature:	Date:
Printed Name:	Telephone:
E-Mail Address:	



**Section 3 – To be completed by the Host School FINANCIAL AID OFFICER**

Will the student receive financial aid at your institution?		YES	NO
Type and amount of funding from Host School			\$
			\$
			\$
Enrollment period dates -- From:		To:	
Tuition & Fees:	\$	Room & Board:	\$
Books & Supplies:	\$	Transportation:	\$
Misc. Personal Expenses	\$	Other (specify):	\$
Under this consortium agreement, the Host School:			
<ol style="list-style-type: none"> <li>1. Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.</li> <li>2. Will make available applicable student consumer information required under Title IV.</li> <li>3. Will provide the Home School with documentation of the student's enrollment at the Host School.</li> <li>4. Agrees to notify the Home School if the student fails to enroll in, or withdraws from, the Host School (to include the withdrawal date and other relevant information).</li> <li>5. Will provide the Home School with a Host School academic transcript upon completion of the consortium period.</li> </ol>			
Host School Financial Aid Officer's Signature:			
Printed Name:		Date:	
Title:		E-Mail Address:	
Telephone:			

**Section 4 – Certification by the Home School DIRECTOR OF RECORDS**

Under this consortium agreement, the Home School:	
<ol style="list-style-type: none"> <li>1. Certifies that the student is enrolled in a degree, certificate, or recognized credential at the Home School.</li> <li>2. Agrees to accept the coursework listed above toward the completion of the student's degree, certificate, or other recognized credential requirements.</li> </ol>	
Registrar's Signature:	Date:
Printed Name:	Telephone:
E-Mail Address:	

**Section 5 – Certification by the Home School FINANCIAL AID OFFICER**

Under this consortium agreement, the Home School:	
<ol style="list-style-type: none"> <li>1. Agrees to process the student's Title IV financial aid application and provide payment of Title IV funds to the student (if eligible), as appropriate for the consortium period.</li> <li>2. Will make available applicable student consumer information required under Title IV.</li> <li>3. Certifies that the student is making satisfactory academic progress toward the completion of his or her degree, certificate, or recognized credential at the Home School.</li> <li>4. Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).</li> <li>5. Will calculate returns of Title IV Funds, when appropriate.</li> <li>6. Will maintain Title IV recordkeeping and reporting requirements.</li> </ol>	
Home School Financial Aid Officer's Signature:	
Printed Name:	Date: