

Student Financial Aid
 WWCC
 2500 College Drive
 Rock Springs, WY 82901

Western Wyoming
 Community College

Phone: (307) 382-1643
 Fax: (307) 382-1631

CONSORTIUM AGREEMENT

For administration of financial aid for a student who is concurrently enrolled at two institutions of post-secondary education.

Student

Name (Last, First, Middle)	Social Security#
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Parties to the Agreement

Home Institution WWCC	Host Institution
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Enrollment Periods cover by this Agreement

Enrollment Period at WWCC	Beginning Date (Month, Day, Year)	Ending Date (Month, Day, Year)
Enrollment Period at Host Institution	Beginning Date (Month, Day, Year)	Ending Date (Month, Day, Year)

Course work to be completed at the Host Institution

	Course Dept. Code Number & Section	Course Title	Semester Credit hrs.	Quarter Credit hrs.	Tuition & Fees for Course
1					
2					
3					
4					
5					

Student's signature indicating acceptance of all terms of this agreement (i.e. policies listed on reverse side)

Student's Signature	Date	Student's Telephone #	Student's e-mail address
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WWCC signatures signifying transferability of proposed course work

WWCC Academic Adviser's Signature	Date	Adviser's Telephone #	Adviser's email address
WWCC Registration Official's Signature	Date	Registrar's Telephone # (307)382-1641	Registrar's email address NA

WWCC Signature indicating acceptance of all terms of this agreement

WWCC Financial Aid Director's Signature	Date	Financial Aid Telephone# (307)382-1643	Financial Aid email address shanson@wwcc.wy.edu
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Host Institution signature indicating acceptance of all terms of this agreement

Host Institution Financial Aid Official's Signature	Date	Financial Aid Telephone #	Financial Aid e-mail address
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Please see below



Policies Covered by This Consortium Agreement

1. This student seeking a degree from the Home Institution but wishing to enroll for credit at the Host Institution will receive **federal financial aid only from the Home Institution**, based at least in part on enrollment information provided by the Host Institution. The Home Institution, based on policies of the Home Institution, will make all federal financial aid awards. The Host Institution agrees to promptly notify the Home Institution of any non-federal aid awarded to this student during the period covered by this Agreement.
2. The construction of the student's **Cost of Attendance budget** will reflect costs at the Home Institution, except that the tuition component will be developed to represent the tuition costs at each institution in as accurate a ratio as possible.
3. Payment of institutional charges at the Home Institution by financial aid will be done according to the Home Institution's disbursement procedures. Any excess funds will be disbursed to the student. **The student will be responsible for making tuition payments to the Host Institution** according to the schedule required by that institution. No special time schedule will be set for students who owe tuition charges at the Host Institution.
4. To ensure transferability of coursework from the Host Institution to the Home Institution, the student's Home Institution academic **advisor must approve the student's proposed schedule** of courses at the Host Institution as listed on this form. Courses not shown on the approved schedule will not be eligible to be counted toward enrollment for purposes of financial aid without written approval of the advisor.
5. The Host institution will inform the Home Institution of the student's **dropped courses and withdrawals**. In the event of a simultaneous total withdrawal from both institutions, the Host Institution will remit to the Home Institution any resulting tuition/housing refund due the student. The Home Institution will be responsible for any refund attribution to its own financial aid accounts.
6. **A separate Agreement must be completed every semester** for which the student wishes to take courses at the Host Institution and have them counted toward financial aid eligibility. The cost to negotiate a Consortium Agreement is set by the Home Institution and is payable there before it takes effect. The fee must be part of a printed approved policy of the Institution.
7. The student must be **enrolled at the Home Institution for at least one course** in any term covered by this Agreement. Students wishing to enroll for courses at either the Home or the Host Institution must apply and be **officially accepted for admission at the institution(s) offering the courses**. This may involve payment of a one-time application fee.
8. The Host Institution will document both the last date of attendance in all its classes and attendance in at least one class period, if requested by the Home Institution.
9. The student will abide by **all applicable academic, social, and administrative rule, regulations and policies** of the Host Institution, as well as those of the Home Institution.
10. It is the student's responsibility to ensure that an academic transcript from the Host Institution representing work attempted under this Agreement arrives at the Home Institution in a timely manner.
11. As a condition of this agreement, the student authorizes both the Home and the Host Institutions to share all relevant information relating to the student's application for and receipt of financial aid, if the other institution needs that information. The student's signature on this form also indicates that he/she is aware that he proceeds of all financial aid received for the applicable term must be used only for educational expenses incurred at the Home and Host Institutions.
12. Neither institution wives its **governmental immunity** by entering into this Agreement. Both institutions fully retain all immunities and defenses provided by law. **This Agreement may be canceled** by either institution upon written notification and will automatically terminate at the conclusion of the period identified in the "Enrollment Periods".