

## Consortium Agreement Application

A Consortium Agreement is a contract between two colleges, universities, or community colleges that recognizes the registration of a student at each site for financial aid purposes. App State will be your *Home School* and the other colleges, universities, or community colleges you attend will be your *Host School*.

To be eligible, 1.) Your courses at App and/or your Host School must be **required** for your degree, 2.) your courses must be **approved** by the Office of Transfer Admissions & Engagement, and 3.) you must agree to **submit your transcripts** from your Host School to the Office of Transfer Admissions & Engagement at the end of the term.

Please remember:

- **You are responsible for paying your Host School.** Appalachian will not make payments to your host school on your behalf.
- If you drop classes at your host school without beginning attendance, completely withdraw from all summer classes, or fail to submit your transcripts to the Office of Transfer Admissions & Engagement you must notify the Office of Student Financial Aid. **Failing to attend, dropping, or not providing a transcript may cause an adjustment to your aid. This could result in a balance due with Appalachian.**

### Application Process

- Complete the Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Check your AppalNet account to determine if any additional documents are required to complete the processing of your FAFSA.
- Contact the Office of Transfer Admissions & Engagement to complete the **Visiting Course Request Form**. Please submit a copy of the emailed letter approving your visiting coursework with your Consortium Agreement Application.
- Complete the following Consortium Agreement Application and submit it to the Office of Student Financial Aid ([financialaid@appstate.edu](mailto:financialaid@appstate.edu)) for approval.
- If Appalachian does not already have a standing agreement with your Host School, we will submit a request to participate to your Host School. If your Host School does not agree to participate, Appalachian will be unable to move forward with a consortium agreement.
- All courses at your host school must be transferable to Appalachian State University to meet your degree requirements. Be aware that only grades of "C" or better in your community college courses will transfer to Appalachian.

### Financial Aid Awarding and Disbursement

- Your financial aid award package will be developed according to all federal, state, and institutional student eligibility requirements, policies and procedures and the hours of enrollment that you report on this form.
- Your financial aid award package will be posted on your AppalNet account. Read the Terms and Conditions before accepting your financial aid.
- Your financial aid will be disbursed according to the appropriate policies and procedures. Generally, if financial aid requirements are complete prior to the beginning of classes, your financial aid will be credited to your student account to satisfy your Appalachian State University tuition and fees. (Be aware that financial aid refunds are generally not available before community college billing due dates. You may need to pay your Host School before your financial aid refund is available to you.)
- At the end of the drop/add period for the Host School and Appalachian State University, your hours of enrollment must match the hours on which your financial aid award package was developed. The Host

# Office of Student Financial Aid & University Scholarships

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School will be required to notify Appalachian's Office of Student Financial Aid of your actual hours of enrollment. If you are enrolled in fewer hours than anticipated, your financial aid award package will be revised. This could require a repayment of some or all of the funds disbursed.

- If you stop attending all of your classes, you are required to officially withdraw from the University. When you withdraw from the University, the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the amount of financial aid to be returned to the respective programs.

## **At the End of the Term**

- Within three weeks after the end of your exams at your Host School, submit a copy of your transcript to the Office of Transfer Admissions & Engagement, John Thomas Hall, ASU Box 32166, Boone, NC 28608- 2054. Failure to do so within the three-week timeframe may indicate that you are an unofficial withdrawal and the Return of Financial Aid Funds for Students Who Withdraw Policy will be used to determine the financial aid that must be returned to the programs.

Once your approved agreement and an approval email from the Office of Transfer Admissions & Engagement has been submitted, you may view your application status by logging onto your AppalNet account and clicking on *Self Service* and *Financial Aid*.

We look forward to working with you as you work toward your educational goals.

Sincerely,

Office of Student Financial Aid & University Scholarships

*Keep this information for future reference.*

**Notes:**

## Consortium Agreement Application

To be eligible to apply for a Consortium Agreement you must:

- Not be receiving financial aid at any other institution.
- Complete the Free Application for Federal Student Aid (FAFSA). It will take four to six weeks to process the results of the FAFSA.
- Contact the Office of Transfer Admissions & Engagement to complete the **Visiting Course Request Form**. Please submit a copy of the email from the Office of Transfer Admissions & Engagement with *your Consortium Agreement Application*. (All courses at your host school must be transferable to Appalachian State University to meet your degree requirements. Be aware that only grades of "C" or better in your community college courses will transfer to Appalachian.)
- Complete the following *Consortium Agreement Application* and submit it to the Office of Student Financial Aid ([financialaid@appstate.edu](mailto:financialaid@appstate.edu)) for approval. Be sure to list all of your classes at Appalachian and your Host School. Understand that if the actual courses you register for are different from those listed on this form, you may be required to repay part or all of the financial aid previously awarded
- If Appalachian does not already have a standing agreement with your Host School, we will submit a request to participate to your Host School. If your Host School does not agree to participate, Appalachian will be unable to move forward with a consortium agreement.
- Notify the Office of Student Financial Aid if you stop attending any or all of your classes.
- Submit your transcript to the Appalachian State University Office of Transfer Admissions & Engagement, ASU Box 32166, Boone, NC, 28608-2054 **within three weeks after the last day of exams for the term.**

Name \_\_\_\_\_  
*Last*
*First*
*Middle*

Banner ID (900) \_\_\_\_\_

Address \_\_\_\_\_  
*Street*
*City*
*State*
*Zip*

Email Address \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Name of the community college or university you plan to attend \_\_\_\_\_  
 Address of Host School \_\_\_\_\_

Telephone Number of Financial Aid Office at Host School \_\_\_\_\_  
 Email Address of Financial Aid Office at Host School \_\_\_\_\_

Course Number	ASU or Community College Course	First Day of Classes (Month/Day/	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web- based or Hybrid Course?
Example: MAT 1020	ASU	08/21/2006	12/13/2006	3	Seated

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Course Number	App or Host School	First Day of Classes (Month/Day/)	Last Day of Exams (Month/Day/ Year)	Credit Hours	Seated, Web-based or Hybrid Course?

**Please initial the following:**

- I certify that I have read and agree to abide by Consortium Agreement Application
- I have submitted a copy of the email from the Office of Transfer Admissions & Engagement approving the classes at my host school.
- I will submit my transcripts from my host school to the Office of Transfer Admissions & Engagement no later than 3 weeks after the summer session ends.
- I will notify the Office of Student Financial Aid if my enrollment at my Host School changes and understand that changes to my enrollment by lead to the recalculation of my aid and a balance due with the university.
- I understand that Appalachian will not pay my Host School on my behalf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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You may fax, mail, or email documents to:  
 Appalachian State University, Office of Student Financial Aid  
 ASU Box 32059, Boone, NC 28608  
**Fax Number:** 828-262-2585  
**Email:** financialaid@appstate.edu