Definition

- A **Consortium Agreement (CA)** is a contract between two colleges/universities that recognize the registration of a student at each site for financial aid purposes.
  - The consortium agreement also certifies that only one of the two colleges/universities will administer Title IV financial aid for the student.
  - The **Consortium Agreement** refers to the two colleges/universities as the “Home School” and the “Host School”.
- The “**Home School**” is the school where the student is fully admitted and from which he/she will get a degree.
- The “**Host School**” is where the student temporarily takes courses, whose credits will be transferred back to his/her “Home School”.

Student Eligibility

1. Must be a matriculated TAMUK student. (Must be seeking their degree from TAMUK.)
2. Must be meeting Satisfactory Academic Progress as defined by TAMUK financial aid office.
3. Must be approved by the department chair of the school in which the student is currently enrolled to take courses at the **host school as per the Memorandum of Understanding (MOU)**.

Requesting a Consortium Agreement

1. Student can request CA from Home school, Host school, or academic advisor.

Completion of a Consortium Agreement

1. Student must complete Section I of the Consortium Agreement Request form.
2. The student will submit the CA to the host school’s financial aid office.
3. Host school will forward CA to the Home school academic advisor for signature and copy of enrolled courses at host school.
4. Home school academic advisor will verify course work and sign CA and also have department chair sign the CA for second verification of course work. The signed CA will be forwarded to the home school financial aid.
5. Home school will verify financial aid eligibility and sign CA. The financial aid director will sign form for final completion.
6. The host school will provide information on the CA about the student’s enrollment status and cost of attendance and convey that information back to TAMUK.

Financial Aid

1. Federal financial aid may be available, including Federal Pell Grant, Federal Stafford Loans, Federal PLUS Loans for parents of undergraduate students or Federal Grad PLUS Loans for graduate students.
2. Any student who has eligibility for federal student loans must complete:
   - **Electronic Stafford Direct Loan Entrance Counseling**
   - **Electronic Direct Loan Master Promissory Note (MPN)**
3. Institutional scholarships or other university funds are not awarded for study away from Texas A&M University-Kingsville.
4. Disbursement of aid will be made to the student’s account at TAMUK. The student will then have to pay the Host school.
5. The financial aid staff will need to receive registration confirmation from the host school prior to awarding funds.
6. The student will be responsible for making sure the bill at the host school is paid, and is also responsible for making sure a final transcript is sent from the host school to Texas A&M University-Kingsville immediately upon completion of courses.

Deadlines

1. CA’s should be requested as early as possible.
2. The appropriate Free Application for Federal Student Aid (FAFSA) must be processed and received by TAMUK at least 4 weeks prior to the start of the period of the CA, as well as any additional documents requested by the TAMUK financial aid office.
Texas A&M University-Kingsville with ________________________________

Home School Host School

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

SECTION I: To be completed by the Student:

Student Name: ______________________________________________ TAMUK ID Number: ____________________________

Phone: (_____)________________________ HOST School ID: ____________________________

Consortium Period: Fall 20___ Spring 20___ Summer 20___

(Consortium Agreement is for one term only. Please complete a new Consortium Agreement for each additional term.)

Under this Consortium Agreement the student will:

- Be enrolled in a degree, certificate, or other recognized program at the Home school (Texas A&M University-Kingsville).
- Maintain satisfactory academic progress (SAP).
- 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.
- 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.
- Immediately inform the Home and Host school of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
- Ensure that the Host school provides the Home school with an academic transcript immediately upon completion of the consortium period.
- File a FAFSA and complete the required financial aid process prior to all applicable deadlines.
- Pay tuition, fees, and other expenses as charged by the Home and/or Host school.

Student Signature________________________________________ Date: ______________________________

SECTION II: To be completed by the Host school financial aid officer:

Will the student receive financial aid at your institution? __________ Yes __________ No

Enrollment period dates: From: ____________________________ To: ____________________________

Tuition and fees: $__________________________ Room and Board: $__________________________

Books and Supplies: $__________________________ Transportation: $__________________________

Misc. personal expense: $__________________________ Other (specify): $__________________________

Under this Consortium Agreement, the Host school:

- Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
- Will make available applicable students consumer information required under Title IV.
- Will provide the Home school with documentation of the student’s enrollment at the Host school.
- 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).
• Will provide the Home school with an academic transcript immediately upon completion of the consortium period.

Host School Financial Aid Officer’s Signature:__________________________

Printed Name:_________________________________________________________ Title:______________________

Financial Aid Officer’s E-mail Address:________________________________ Phone:(____)_____________

Comments:___________________________________________________________________________________________________

SECTION III: To be completed by the home school (TAMUK) academic advisor:

☐ TSTC  ☐ STC  ☐ Del Mar College  ☐ Blinn College

☐ Engineering  ☐ Education  ☐ Rellis Campus

Number of credit hours the student is taking at the Host school: Fall 20____ Spring 20____ Summer 20____  Total HRS ___

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:

(i.e.) ENG-W 231 Professional Writing Skills_3 hrs.  __________________________________________________________

_________________________________________________________________________________________________________

(Preferred may print off schedule and attach).

Under this consortium agreement, the Home school (Texas A&M University-Kingsville):

1. Certifies that the student is enrolled in a degree, certificate, or recognized credential at the Home school.

2. Agrees to accept the course work listed above toward the completion of the student’s degree, certification, or recognized credential requirements.

Academic Advisor’s Signature:________________________________________ Printed Name:____________________

Academic Department:________________________________________________ Date:________________________

Academic Advisor’s E-mail Address:____________________________________ Phone:(____)_________________
Under this Consortium Agreement, the Home school (Texas A&M University-Kingsville):

- Agrees to process the student’s Title IV financial aid application and provide payment of Title IV funds (if eligible) as appropriate for the consortium period.
- Will make available applicable student consumer information required under Title IV.
- Certifies that the student is making Satisfactory Academic Progress (SAP) toward the completion of his or her degree, certificate, or recognized credential at the Home school (Texas A&M University-Kingsville).
- Will conduct Enrollment Reporting to the National Student Loan Data System (NSLDS).
- Will calculate Return of Title IV Funds (R2T4), when appropriate.
- Will maintain Title IV recordkeeping and reporting requirements.

Home School Financial Aid Officer’s Signature: _________________________________________________
Printed Name: ____________________________________________ Date: _________________________
Financial Aid Officer’s E-mail Address: __________________________________ Phone: (____) ____________

SECTION V: To be completed by Home school Registrar, Department Chair and Financial aid Director:

The individuals authorized to sign below do hereby agree to the following:

The undergraduate program of study at Texas A&M University-Kingsville considers the above named student enrolled as a regular student and will accept the credits earned at the above named contractor toward a Bachelor’s Degree.

Texas A&M University-Kingsville (TAMUK) is the “Home” Institution for all financial aid matters, including Satisfactory Academic Progress, and will confer a degree upon successful completion of the program of study.

___________ College / University will serve as the “Host” Institution to verify enrollment status and serve as transfer agent for Financial Aid Funds when needed and will complete and return both pages of this agreement to TAMUK.

___________ College / University also agrees to notify TAMUK if the student withdraws from all courses and to not award this student any financial assistance.

On behalf of Texas A&M University-Kingsville:

Raul Cavazos, Director of Financial Aid Date

Department Chair Date

Please return this form to:
Texas A&M University-Kingsville Office of Student Financial Aid
MSC 115*700 University Blvd*Kingsville, Texas 78363-8202
FAX 361-593-3026