



Consortium Agreement

- **A Consortium Agreement (CA)** is a contract between two colleges/universities that recognize the registration of a student at each site for federal financial aid (Title IV aid) consideration.
 - The consortium agreement also certifies that only one of the two colleges/universities will administer Title IV aid to the student.
 - Under the **Consortium Agreement** each institution will be referred to as either the “Home School” or the “Host School.”
- The “**Home School**” is Texas A&M-Kingsville(TAMUK) and is the school where the student is fully admitted and from which the student will receive a degree.
- The “**Host School**” is where the student temporarily takes courses, whose credits will be transferred back to “TAMUK”.
- If the student is not enrolled at TAMUK at least (3) credit hours, the host school will monitor the students eligibility and make payments. The school paying the student must monitor the student eligibility. It is TAMUK financial aid policy not to award students who are enrolled less than (6) credit hours each term.

Student Eligibility

1. Must be degree seeking at TAMUK .
2. Must be enrolled at least (3) credit hours at TAMUK
3. Must be meeting Satisfactory Academic Progress as defined by TAMUK financial aid office.
4. Must be approved by the department chair at TAMUK to take courses **at the host school as per the Memorandum of Understanding (MOU).**

Completion of a Consortium Agreement

1. Consortium Agreements will not be processed until after the term’s census date at TAMUK.
2. Student must complete **Section I** of the Consortium Agreement (CA) Request form.
3. The student will submit the CA to the host school’s financial aid office, host school will provide information on the CA about the student’s enrollment status.
4. Host school will forward CA to the TAMUK school academic advisor for signature along with a copy of class schedule from host school.
5. TAMUK academic advisor will verify course work and sign CA and forward to department chair for additional verification of course work and signature. . The signed CA will be forwarded to TAMUK financial aid office.
6. Lastly, TAMUK financial aid office will verify financial aid eligibility and sign CA. The financial aid director will sign form for final completion.



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 _____

Under this Consortium Agreement the student will:

- Be enrolled in a degree or other recognized program at the Home school (Texas A&M University-Kingsville).
- Be enrolled at least half time (3) hours at TAMUK.
- Maintain satisfactory academic progress (SAP).
- Take courses at the Host school which are transferable to TAMUK degree or recognized credential as certified by TAMUK academic advisor.
- Notify the TAMUK financial aid office if he or she does not begin attendance in the courses listed and approved in this Consortium Agreement.
- Immediately inform the TAMUK financial aid office and Host school of any change in enrollment status, including withdrawing from all courses or substitution of approved courses.
- Request an academic transcript from the Host school immediately upon completion of the consortium period and submit the transcript to TAMUK’s registrar’s office.
- File a FAFSA
- Pay tuition, fees, and other expenses as charged by TAMUK 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 or scholarships at your institution? _____ Yes _____ No

*****If receiving scholarships, please attach a copy of scholarship award.

Under this Consortium Agreement, the Host school:

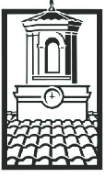
- Certifies that the student listed has been accepted for enrollment in an academic program that meets the Title IV student financial aid eligibility requirements.
- Will make available applicable students consumer information required under Title IV.
- Will provide the TAMUK financial aid office with documentation of the student’s enrollment at the Host school.
- Agrees to notify the TAMUK if the student fails to enroll in or withdraws from, the Host school (to include the withdrawal date and other relevant information).
- At the request of the student, will provide student 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 TAMUK academic advisor:

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-W231 Professional/ Writing Skills_3 hrs. _____

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

1. Certifies that the student is enrolled in a degree or recognized credential at TAMUK
2. Agrees to accept the course work listed above toward the completion of the student's degree, certification, or recognized credential requirements.
3. Please provide copy of student course schedule at Host School

Academic Advisor's Signature: _____ Printed Name: _____

Academic Department: _____ Date: _____

Academic Advisor's E-mail Address: _____ Phone :(____) _____



SECTION IV: To be completed by the home school financial aid office:

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 (NSLDS).
- Will calculate Return of Title IV Funds (R2T4), when appropriate.
- Will maintain Title IV recordkeeping and reporting requirements.

TAMUK Financial Aid Advisor Signature: _____

Printed Name: _____ Date: _____



TEXAS A&M
UNIVERSITY
KINGSVILLE®

OFFICE OF STUDENT FINANCIAL AID

700 University Blvd, MSC 115 | Kingsville, TX 78363 | Phone: 361-593-5372 |

SECTION V: To be completed by TAMUK department Chair and Financial Aid Director:

The individual authorized to sign below does 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.

On behalf of Texas A&M University-Kingsville:

 Department Chair

 Date

 Raul Cavazos, Director of Financial Aid

 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