

Financial Aid Consortium Agreement Purpose and Instructions

(Students: Please detach these instructions and retain for future reference.)

Purpose: The purpose of a Financial Aid Consortium Agreement is to give students the ability to receive financial aid for program-related courses taken at more than one institution. Federal regulations allow only one institution to pay a student financial aid for the same semester. Courses taken at both institutions **must** be required for the student's program of study. The degree-granting (i.e. "Home") Institution processes and pays the financial aid to the student.

Instructions:

- Complete the "Student Section."
- Meet with your academic advisor to determine if the course(s) is/are needed for your program of study and will be accepted in transfer.
- Have your academic advisor sign and date the "Degree or Certificate-Granting (Home) Institution Section."
- After registering for courses at the Host or Second Institution, take the agreement to the Financial Aid Office at the Host Institution. The Financial Aid Office will complete the "Host (Second) Institution Section." **Note that some Host Institutions require that you pay tuition and fees in full at the time of registration.**
- Return the completed agreement to the Financial Aid Office at Anoka Technical College. Incomplete agreements will not be processed.
 - Include a copy of the course registration and detailed fee statement from the Host Institution.
- Approximately one week after turning in a completed consortium agreement, view your Anoka Technical College course schedule through your online eServices account. You will know your consortium agreement has been processed when you see registered courses that start with "CONS 1000" on your ATC course schedule. "

Reminders:

- Notify the Financial Aid Office at Anoka Technical College **BEFORE** making enrollment changes (adding courses, dropping courses, or withdrawing from courses).
- You are responsible for paying your bill at the Host Institution.
- At the end of the semester, provide an official academic transcript from the Host Institution to Anoka Technical College's Records/Registration Office so your grades can be recorded on your Anoka Technical College transcript.

Anoka Technical College
FINANCIAL AID CONSORTIUM AGREEMENT
 (Follow the instructions on the first page of this agreement)

STUDENT SECTION

Name: _____ SSN: _____ Anoka Tech Student ID: _____
Last First MI

Address: _____
Street City State Zip

Telephone: (_____) _____ E-mail address: _____ Term/Year: _____

By signing, I understand the following: I cannot receive financial aid at two schools during the same term. I need to obtain the approval of my academic adviser for the consortium course(s). Enrollment in extended term and/or correspondence courses may have an impact on my financial aid. **I will attach a copy of my course registration and my detailed fee statement from the host (second) institution to this form.** The consortium course(s), if approved, will be included in measuring Satisfactory Academic Progress at my home institution. **I cannot change my enrollment without notifying the Financial Aid Office at my home institution. I will provide an official academic transcript from the host institution to my home institution once the term covered by the financial aid consortium agreement has concluded.** I authorize the Host Institution to release my academic transcript to Anoka Technical College.

Student Signature: _____ Date: _____

HOST (SECOND) INSTITUTION SECTION

Institution Name: _____

Course #	Course Title	# of Credits	Term Type ¹	Term Dates	Instruction Mode ²	Grading Option ³	Tuition & Fees Paid: Yes/No

¹Term type: Semester, quarter, extended term, other. Note: Federal financial aid regulations subject courses that deviate substantially from the institution's standard term to more stringent treatment (e.g., an institution on the semester system offers an extended term course that allows more than six months for completion).

²Instruction mode: On-campus, telecommunications, correspondence, on-line, other. On-campus includes face-to-face, lecture/lab, etc. Note: Federal financial aid regulations subject correspondence courses to more stringent treatment than on-campus or telecommunications courses.

³Grading option: A-F, S-N (satisfactory-unsatisfactory), audit, other.

The student has registered for the courses above and **will not receive financial aid at this institution.**

Financial Aid Administrator printed name: _____ Signature: _____ Date: _____

DEGREE OR CERTIFICATE-GRANTING (HOME) INSTITUTION SECTION

Home Institution: **Anoka Technical College, Financial Aid Office**
1355 West Highway 10, Anoka, MN 55303 763.576.4760 FAX: 763.576.4756

Academic Advisor: I recommend that the preceding course(s) be approved for the Financial Aid Consortium Agreement. Anoka Technical College will accept these courses as part of the student's degree or certificate program here. I have determined that there are no courses being offered by this institution that could be substituted for this (these) course(s) this term.

Academic Advisor printed name: _____ Signature: _____ Date: _____

Financial Aid and Registrar's Office Use Only

This F.A. Consortium Agreement is: Approved Not Approved

Credits at host school: _____ Credits at home school: _____ Total Credits: _____

Financial Aid Signature: _____ Date: _____

Date credits entered into ISRS: _____