

## Consortium Checklist

The financial aid consortium agreement is required in order for Florida Gulf Coast University to process Florida Bright Futures and Financial Aid. Every student who is enrolled as a non-degree seeking student at a Host institution, but is a matriculated degree candidate at Florida Gulf Coast University must fill out this paperwork in order to receive eligible aid reimbursement.

You will need to turn in all of the following paperwork to the Office of Financial Aid & Scholarships at FGCU **prior** to the receipt of your Consortium Agreement from the Host Institution.

- ✓ Consortium Agreement Contract
- ✓ Copy of the Facts.org and/or the Transient paperwork
- ✓ Copy of the paid receipt from Host institution
- ✓ Copy of the class schedule (must show dates and times) from Host institution

It is the responsibility of the student to complete “steps 1-2” on the actual Consortium Agreement and then take it to the Financial Aid Office at the Host Institution who will then complete “step 3” on the form. Keep in mind that the Host Institution will not complete “step 3” until the end of their Drop/Add period. Once the Host Institution has completed “step 3” then it will be ready to be returned to the Office of Financial Aid & Scholarships at FGCU.

### IMPORTANT

**At the end of the semester you will be required to provide a copy of your final grades from the classes taken at the Host Institution to the Office of Financial Aid & Scholarships at FGCU this copy may be an unofficial transcript. This is in addition to the official transcript that you must send to the Office of Admissions here at FGCU. Failure to provide a copy of your grades to the Office of Financial Aid & Scholarships at FGCU could result in the return of the funds received for that semester and a hold will be placed on your account.**

If you have any questions about this paperwork, please do not hesitate to contact the office at 239-590-7920.



## CONSORTIUM AGREEMENT CONTRACT FOR FINANCIAL AID

A Consortium Agreement is necessary if you are enrolled at a Host Institution (in the Florida State University system) and desire to receive financial aid as reimbursement for this enrollment.

Read and complete this form. If you meet **ALL** the criteria and agree to **ALL** the conditions, sign the form and submit it to the Office of Financial Aid and Scholarships. **Attach all of the necessary paperwork as described below.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
UIN

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Year

\_\_\_\_\_  
Name of other (HOST) school

### TERMS OF CONTRACT:

#### I understand that:

- I must attach a completed copy of the FACTS.org and/or Transient paperwork (obtained from the advising office) to this form.
- I must pay, in advance, for the credits taken at the Host Institution, and I must attach a copy of the paid receipt to this form. Note: Your paid receipt should show the course title, course number, and credit hours for which you are enrolled. If it does not, attach a copy of your registration to your receipt.
- The courses which I enroll must transfer for credit to FGCU (except for remedial courses required by the University) and must be approved by the advisor.
- Transcripts showing credits earned in cross-enrolled courses are not automatically sent to FGCU. Therefore, it is my responsibility to fill out the proper forms at the Host Institution in order to have the credits transferred to FGCU. Failure to do so in a timely manner may result in cancellation or denial of future Financial Aid at FGCU.
- If I am receiving Financial Aid from FGCU, I cannot receive aid from the Host Institution while cross-enrolled.
- I understand FGCU's undergrad, housing, single parent, SEOG, or FSAG grants will not disburse based on cross-enrolled hours.
- You MUST submit a copy of your grades for the classes taken at the Host Institution. If you do not complete the classes at the Host Institution or make Satisfactory Academic Progress, you may be required to repay the aid disbursed based on this agreement. Future aid could be jeopardized for failure to submit grades or failure to complete classes and a hold will be placed on your account.

*I have read and agree to comply with the above requirements. I further agree to notify the Office of Financial Aid and Scholarships at FGCU if I receive any refund of fees reflecting a different cost of attendance from that shown on the attached receipt, or if I withdraw from any of these classes during the term.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# FINANCIAL AID CONSORTIUM AGREEMENT

This Financial Aid Consortium Agreement is required in order for Florida Gulf Coast University to process Florida Bright Futures or Federal awards (Pell Grant, Supplemental Educational Opportunity Grant, Stafford Loans, PLUS Loans) for a student who is enrolled as a non-degree student at the Host Institution, but is a matriculated degree candidate at Florida Gulf Coast University. **The student should keep a completed copy of this form before sending the form to the Financial Aid Office at the Host Institution.** All items (front and back) must be completed before the FGCU Office of Financial Aid and Scholarships can process any aid for which you may be eligible.

## SECTION 1- To Be Completed By the Student

Student Name \_\_\_\_\_ UIN \_\_\_\_\_

Permanent Address \_\_\_\_\_

Local Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Florida Gulf Coast University will be referred to as the "Home" Institution throughout this document. The "Home" Institution and the "Host" Institution named herein are entering into a Consortium Agreement.

HOME INSTITUTION: **Florida Gulf Coast University**

HOST INSTITUTION: \_\_\_\_\_

The student is completing this form for the following semester (please circle one):

FALL	SPRING		SUMMER
Course Number	Proposed courses to be taken at the Host Institution during the semester Course Title	Credit Hours	Start and End Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Student's Terms and Conditions for this agreement:

1. You must complete a "Transient Student Form – Florida Gulf Coast University" – documented by your academic advisor and the Office of the Registrar that the classes you will be taking outside of FGCU will be accepted towards the completion of an FGCU degree.
2. Section 3 of this form must be completed by an official of the Financial Aid Office at the Host Institution.
3. **You are responsible for paying tuition and fees to the Host Institution.**
4. You are responsible for requesting an academic transcript from the Host Institution to be sent to FGCU Office of Admissions at the end of the specified academic term. All credits taken at another school will not count as earned until the official transcript from the Host Institution has been received and processed by the FGCU Office of Admissions. This is in addition to the unofficial copy required by Office of Financial Aid & Scholarships here at FGCU.
5. In addition to this Consortium Agreement Form, you must submit the following documents to the FGCU Office of Financial Aid and Scholarships before we can process any aid for which you may be eligible.
  - a. A copy of a completed "Transient Student Form – Florida Gulf Coast University
  - b. A copy of your Registration Form from the Host Institution
  - c. A copy of your paid receipts from the Host Institution
  - d. A copy of your academic transcript from the Host Institution sent to our office at the end of the term
6. ALL paperwork must be received by the FGCU Financial Aid Office before the end of the term of the Consortium Agreement.
7. Failure to submit a copy of your grades from the Host Institution within two weeks of the end of the term to the Office of Financial Aid & Scholarships at FGCU could result in the return of the funds received for that term and a hold will be placed on your account. Any funds that are returned are immediately due to the university.

\*\*\*Student Statement of Compliance: \*\*\*

**My signature below confirms that I have read and clearly understand the terms and conditions for this agreement as stated above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
UIN

Section 2 of this form must be completed by an Academic Advisor at FGCU and must confirm that the credits to be earned at the Host Institution will be accepted towards the completion of your FGCU degree.

**SECTION 2- To Be Completed by the Student's Academic Advisor at FGCU**

In which College/School at FGCU is the student enrolled? \_\_\_\_\_

Is the student currently enrolled in a degree program? YES NO

Is the student in good academic standing? YES NO

Has the student received approval from his/her College/School for the courses proposed at the Host Institution? YES NO

Will the credits be accepted toward completion of the FGCU degree? YES NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**SECTION 3- To Be Completed by the Host Institution's Financial Aid Office (FAO)**

Cost of Attendance

Student's Enrollment Status

Tuition and Fees \_\_\_\_\_

Specify Which Semester \_\_\_\_\_

Books and Supplies \_\_\_\_\_

Dates of Enrollment \_\_\_\_\_

Room and Board \_\_\_\_\_

Number of Credits \_\_\_\_\_

Transportation \_\_\_\_\_

Add/Drop Date \_\_\_\_\_

Personal \_\_\_\_\_

Last Day of Semester \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Tuition Cost Per Credit Hour \_\_\_\_\_

TOTAL \_\_\_\_\_

Lab Fees Paid for This Term \_\_\_\_\_

**Statement of Agreement by FGCU and the Host Institution**

I certify that our add/drop period has ended and agree to notify FGCU if this student withdraws from any of the courses listed above. To prevent duplicate payment of Federal Pell Grant, FSAG, SEOG, and Florida Bright Futures, I agree that only FGCU will process federal and state financial aid for this student. I agree that only FGCU will determine refunds or repayments from this student should they withdraw from classes. FGCU will be responsible for monitoring this student's satisfactory academic progress.

\_\_\_\_\_  
Signature of Financial Aid Officer

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**SECTION 4- To Be Completed by FGCU Office of Financial Aid and Scholarships**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

10501 FGCU Blvd South - Fort Myers, FL 33965-6565

239-590-7920 Toll Free: (800) 590-FGCU FAX: (239) 590-7923 <http://www.fgcu.edu>

An Affirmative Action-Equal Opportunity Employer – A member of the State University System of Florida