

## 2023-2024 CONSORTIUM AGREEMENT

This Consortium Agreement must be completed in order for a student to receive federal financial aid to attend two separate institutions. Please read the following instructions carefully and complete the form on the second page.

- The Consortium Agreement form must be completed and returned to the TCC Financial Aid Office by the **1<sup>st</sup> week of school each semester**. This will allow the Financial Aid Office the appropriate time to make adjustments to your aid package before funds are disbursed.
- Be sure to find out when payment of tuition is due at the Host Institution. This Consortium Agreement does not delay payment of tuition at the Host Institution. You will be responsible for payment of tuition and all costs incurred at the Host institution by the deadline established at that institution even if your funds have not been disbursed by TCC.
- The Host Institution will fax or mail the consortium agreement upon completion of STEP 2. However, it is your responsibility to make sure that the form has been received by the TCC Financial Aid Office.
- You must provide a current copy of your grade(s) from the Host Institution to the TCC Financial Aid Office upon completion of each course.
- You must notify the TCC Financial Aid Office of any changes to your enrollment at the Host Institution.
- It is a requirement that the coursework you take at the host institution be applicable to the degree you are pursuing at TCC. Please check with your TCC academic advisor to make sure your course(s) will transfer for credit toward your degree at TCC. Please have your TCC Academic Advisor approve and sign this consortium agreement.
- You must be enrolled in at least **6 hours per semester** at TCC in order to receive aid from TCC through a Consortium Agreement. If another school will act as the home school, then TCC defers enrollment standards to the other school – please use the Consortium Agreement provided by your home school instead of this form.

**Section A:** to be Completed by the Student— in this section, please indicate the alternate school you will be attending and the number of credit hours you expect to take at that school. Also provide a copy of the class schedule and a brief explanation of why you will be attending the alternate institution instead of pursuing all of your coursework through Tulsa Community College.

**Section B:** to be Completed by a TCC Academic Advisor— the TCC Academic Advisor must review and determine that the course(s) are fully transferable towards your TCC Degree.

**Section C:** to be Completed by the Host Institution— you will need to have this section certified by the Financial Aid Office at the host institution you will be attending. That institution must certify that you will not be receiving financial aid or any outside funding to attend that school. After completing this section, the host school's Financial Aid Office should return the Consortium Agreement to the TCC Financial Aid Office.

**Section D:** to be Completed by the Home Institution— Tulsa Community College Financial Aid Office will complete this section of the form pending the approval of your consortium agreement.

## CONSORTIUM AGREEMENT

According to federal regulations, a Consortium Agreement must exist before a home institution can process an application for federal funds for students attending another institution. Therefore, the two institutions named below hereby enter into an agreement for:

**SECTION A** (to be completed by student)

**STUDENT NAME:** \_\_\_\_\_ **TCC CWID:** \_\_\_\_\_

**HOME INSTITUTION:** Tulsa Community College

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

I am taking course work at the host institution for the following reason: \_\_\_\_\_

**COURSE(S)** To be Taken at Host Institution: \_\_\_\_\_

- Student must attach a course schedule and a billing statement from the host institution  
**I am requesting a Consortium Agreement for the following semester: (choose *ONLY* one)**

**FALL/ 2023**
**SPRING/ 2024**
**SUMMER/ 2024**

I will be taking \_\_\_\_\_ credit hours through TCC while taking \_\_\_\_\_ credit hours through the host institution.

I understand I can only receive financial aid from one institution— Tulsa Community College. I also understand that if I drop credit hours or withdraw completely during the term specified, I may be required to repay financial aid (including student loans) disbursed through TCC. I will provide a current copy of my grade(s) from the Host Institution to the TCC financial aid office upon completion of each course.  
**I understand TCC will only approve Consortium Agreements if the student is enrolled in TCC at least half-time.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION B** (to Be Completed by TCC Academic Advisor)

The TCC Academic Advisor must review the course(s) listed and determine that the course(s) are transferable towards your TCC degree.

**Courses Transferrable:** \_\_\_\_\_

**Academic Advisor's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION C** (to Be Completed by Host Institution)

**CERTIFICATION:** The Host Institution agrees NOT to provide federal funds to the above-mentioned student for the term specified.

**Signature for the Host Institution:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Institution	Address	Phone Number
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<b>Please return this form to:</b>	TULSA COMMUNITY COLLEGE Financial Aid Office 909 S. Boston Tulsa, OK 74119	(FAX) 918-595-7366
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**SECTION D** (to Be Completed by Home Institution Financial Aid Officer)

**HOME INSTITUTION FINANCIAL AID OFFICE CERTIFICATION:** Tulsa Community College agrees to provide payment(s) to the above-named student, if eligible, under the appropriate Federal and State programs for the specified term mentioned above.

**TCC Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_