

Consortium Agreement Instructions

- The student is to complete the first section of this form with their name, RRCC student ID#, academic year of attendance, and dates of enrollment.
- The student then takes the Consortium Agreement to the **Financial Aid Office at the host school** so that the host school can confirm enrolled courses, complete their section of the Agreement, and make a copy for their records. By signing the agreement, they are also certifying that the host school will not award the student any financial aid for the term indicated on this Agreement.
- The student will then take the Consortium Agreement (along with proof of registration at the host school) to their **Pathway Advisor at RRCC** to certify that the course(s) will transfer to RRCC once completed.
- The student then takes the Consortium Agreement to the **RRCC Financial Aid Office** for review. If approved, the RRCC Financial Aid Office will complete the home school section of the Agreement. A fully executed copy will be maintained with the student's financial aid file, and a copy will be forwarded to RRCC Student Records.
- Once the Agreement has been fully executed, the course(s) taken at the host school are then included in the determination of financial aid eligibility at RRCC.
- After the term has completed, the **student** is responsible for providing **official academic transcripts** from the host school to the **RRCC Student Records Office**, which should include their final grades for the courses listed on the Consortium Agreement.

Important Items to Remember

The student is responsible for making payment to the host school.

The student is responsible for providing proof of host school enrollment to RRCC's Financial Aid Office at the beginning of the semester, along with the Consortium Agreement form.

The student is responsible for having official transcripts from the host school sent to the RRCC Student Records Office after the term is completed.

The student is responsible for notifying the RRCC Financial Aid Office immediately of any unsuccessful courses at the host school (including courses canceled, dropped, or withdrawn).

Failure to comply with any of the above instructions could jeopardize the Consortium Agreement and the student's ability to receive financial aid in the future.