



Financial Aid Office  
PO Box 7751  
Havre, MT 59501  
Tel: 1-800-662-6132 ext.3787 or  
406-265-3787  
Fax: 406-265-3519

## CONSORTIUM AGREEMENT

A consortium agreement enables you to receive financial aid while concurrently enrolled for courses at Montana State University-Northern (**home institution**) and another institution (**host institution**). This allows your eligibility for financial assistance to be based on the total credits attempted at both institutions for the semester or term. **A new consortium agreement must be completed each semester.**

### **Application Procedures:**

Completed and processed Free Application for Federal Student Aid (FAFSA) on file at MSU-Northern.

Admitted to MSU-Northern and major department if appropriate.

**All Consortium credit hours submitted for consideration must be accepted and satisfy degree requirements at MSU-Northern.** Meet with an academic advisor for assistance.

Complete and sign the Student Information and Certification sections.

Deliver this form to the Host Institution Financial Aid Office and Registrar's office for completion and signatures.

Return this form to the MSU-Northern Financial Aid Office when completed.

### **Consortium Agreement Restrictions:**

Both MSU-Northern and the host institution reserve the right not to participate in a consortium agreement for any reason.

### **Disbursement of Financial Aid:**

Financial aid can be disbursed only after evaluation of credits is accurately determined but not earlier than the first day of classes for the semester or term at MSU-Northern. **It is your responsibility to arrange for payment at the host institution, including tuition, fees, and books, until funds can be disbursed to you.** You must follow regular payment procedures at both institutions to ensure that your fee and bills are paid by the required deadline dates.

### **Deadline:**

Agreements must be received by the **15<sup>th</sup> day of classes** at MSU-Northern for the semester of the appropriate term. Allow time for the consortium agreement to process.

### **Student Requirements:**

- ◆ You must be concurrently enrolled at both the Home and Host institutions to be eligible for financial assistance.
- ◆ You must notify the Financial Aid Office at MSU-Northern of any changes in your enrollment status at the host institution immediately. In the event of non-attendance or withdrawal from any or all classes, you will be responsible for repayment of financial aid received according to applicable federal and institutional regulations.
- ◆ **Credits earned at the host institution must be transferred to MSU-Northern within 15 days after the end of the semester. You must send an official transcript to the Registrar's Office at MSU-Northern. Financial aid for subsequent periods of enrollment will not be released until transfer of credits can be verified.**

### **Satisfactory Progress:**

Credits taken at both institutions will be used to determine your Satisfactory Academic Progress as an aid recipient at MSU-Northern. Please review the Satisfactory Academic Progress Requirement fact sheet available on our website at <http://www.msun.edu/stuaffairs/finaid/policies/progress.htm>. Zero credits earned at either institution will result in immediate termination.

Revised: 08/13/2007 **Please make a copy of this consortium agreement for your records.**

## Consortium Agreement-Montana State University-Northern

### **Student Information:**

Student Name		ID #	
Student Address		City	State      Zip
Semester and Year of Attendance	Date Semester Begins	Date Semester Ends	
Student Telephone Number	Student's Major/Program	Host Institution	
Number of credit hours to be taken at MSU-Northern		Number of credit hours to be taken at Host Institution	

The purpose of this consortium agreement is to enable enrolled students at MSU-Northern to participate in financial aid programs while concurrently attending another institution (**host institution**) and MSU-Northern (**home institution**). MSU-Northern will be the home institution providing financial assistance.

### **TO BE COMPLETED BY STUDENT WITH AN ACADEMIC ADVISOR**

#### Anticipated Courses at **Host Institution**

Host Subject & Course Prefix Number	(List courses titles below)	Credit Hours

### **Student Certification:**

**Please certify that you have read and understand the statements below:**

I am enrolled in a degree program at MSU-Northern and have met with an Academic Advisor.

I understand that I will receive financial aid from MSU-Northern and all financial aid records for this period will be maintained at the Financial Aid Office at MSU-Northern.

I will notify the Financial Aid Office at MSU-Northern immediately of any changes in enrollment status at either institution.

I will transfer credits taken at Host Institution to MSU-Northern within 15 days after the date the semester ends.

**I authorize the host and home institutions to release enrollment, financial, and academic information to the Financial Aid and Registrars' Offices. This release also applies to other offices on a "need to know" basis.**

**I certify that I have read and understand the procedures and requirements of the consortium agreement. I agree to comply with these procedures, and understand that noncompliance will result in a loss of financial aid.**

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

### **TO BE COMPLETED/SIGNED BY THE HOST INSTITUTION'S FINANCIAL AID OFFICE**

As the Host Institution, we will not provide financial assistance to this student.

<b>Financial Aid Director Signature</b>	Print Name	Office Phone	Fax Number
College/University	College Address	Date	

### **TO BE COMPLETED/SIGNED BY THE HOST INSTITUTION'S REGISTRAR'S OFFICE**

The above named student is registered at my institution for \_\_\_\_\_ Semester. We agree to share information about the student's enrollment as requested by the Financial Aid Office at Montana State University-Northern.

<b>Registrar's Signature</b>	Print Name	Office Phone	Fax Number
College/University <b>Revised: 08/13/2007</b>	College Address	Date	



**CONSORTIUM AGREEMENT PART II**

**A consortium agreement enables the student to receive financial aid while concurrently enrolled for courses at MSU-Northern (home institution) and another institution (host institution). Eligibility for financial assistance is based on the total credits attempted at both institutions for the semester or term provided the course work is applicable to the students major.**

**A new consortium agreement must be completed each semester**

<b>Student ID:</b>	<b>Name:</b>	<b>Term:</b>
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**TO BE COMPLETED BY ACADEMIC ADVISOR AT MSU-NORTHERN**  
Courses Accepted for Degree Program

MSU-Northern Course and Prefix Number	Course Titles	Program Usage *	Credits

\* (S)ubstition, (E)quivalent, (R)equired elective, (P)re-requisite

I have reviewed the course of study and the above courses will be acceptable for transfer and will count toward the student's degree requirements at MSU-Northern (major, minor, or required electives).

<b>Academic Advisor's Signature</b>	Printed Name	College/Department	Office Phone	Date
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<b>Academic Dean or designee Signature</b>	Printed Name	Date
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**Return to Department Administrative Support for logging and routing.**

<b>Registrar Signature</b>	Printed Name	Date
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